

**THE NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 COURT ST.  
BROOKLYN, NY 11201**

**Posted Date: April 25, 2014  
Deadline Date: May 22, 2014**

**Teacher Vacancy Circular No. 2 (PEER INSTRUCTIONAL COACH) 2014-2015**  
***(Subject to Budget availability)***

**POSITION: PEER INSTRUCTIONAL COACH**

**POSITION SUMMARY:** The Peer Instructional Coach position is a teacher leadership role within the NYC DOE that is funded through a federal Teacher Incentive Fund (TIF) grant. This grant is aimed at expanding the presence of teacher leadership within middle schools. A school-based position designed to support the professional development of peers in order to improve overall school performance, Peer Instructional Coaches are accomplished educators who are comfortable utilizing the *Danielson Framework for Teaching* and can model facilitative leadership practices.

**RESPONSIBILITIES:** Under supervision of the school principal, PICs spend a minimum of two periods per day as a classroom teacher and the remaining time supporting teachers to improve instruction and student learning. The Peer Instructional Coach will receive \$12,000 above the applicable teacher salary rate. Peer Instructional Coaches will have all of the duties and responsibilities of a teacher as well as the additional duties and responsibilities outlined below. The Peer Instructional Coaches' duties will take the place of all other out-of-classroom "professional responsibilities" during the contractual professional period.

The Peer Instructional Coach will have three (3) main responsibilities:

1. Peer Instructional Coaches will help build school-wide instructional capacity by working together with the school leader and teachers to establish an effective distributive leadership model. The distributive leadership model will be instrumental in supporting the roll-out of the Citywide Instructional Expectations.
2. Supporting the development of groups of teachers through meaningful professional development aligned with the *Danielson Framework*. The Peer Instructional Coach supports the professional development of other teachers either by grade or subject area. This may include but is not limited to:
  - a) Deepening the connections between formative classroom visits and professional learning experiences
  - b) Leading study groups around standards, assessments and instruction
  - c) Coordinating school-based support activities such as assisting teachers in setting goals for their professional development
  - d) Serving as a "critical friend" to colleagues by providing coaching and feedback and taking a leadership role on school teacher teams
3. Facilitating the development of individual teachers through focused coaching via classroom visits, debriefing, and designing meaningful growth opportunities. They will achieve this by building purposeful relationships with colleagues and utilizing their time visiting classrooms and debriefing visits with colleagues, as well as designing structured meaningful peer learning opportunities aligned to the *Danielson Framework*. Peer Instructional Coaches will be expected to model best practices in their own classroom and work with their colleagues to set up inter-visitation schedules.

**ELIGIBILITY:**

*Required*

- Appropriate New York City license and/or New York State certificate in middle or high school core content areas (math, science, English, social studies), special education, or ESL
- Record of successfully impacting student achievement
- Ability to communicate effectively (written and oral)
- Licensed, tenured teacher with effective or highly effective service in NYC public schools
- Excellent record of attendance and punctuality

*Preferred*

- Knowledge of *Danielson's Framework for Teaching*, Common Core Learning Standards, and varied assessments (including periodic assessments)
- Experience working successfully in a high-need school environment
- Record of outstanding classroom teaching ability

- Proven ability to use data to inform instruction
- Prior experience in creating model classroom learning environments
- Ability to create and nurture a professional learning community
- Proven ability to work cooperatively and effectively with colleagues
- Record of developing and facilitating effective professional development for adult learners

**SELECTION PROCESS:** There is a priority deadline for teachers in current TIF schools, [listed here](#), of May 12. Teachers not in TIF schools will be reviewed on a rolling basis after May 12. First, selections will be made by a central committee made up of NYC DOE educators and school leaders as well as representatives from the UFT. Beginning in mid-May the central committee will screen applications and interview candidates according to pre-determined and agreed-upon qualifications to create the pool from which school committees can select. Candidates are strongly encouraged to apply as soon as possible for earliest consideration. In the second stage, the principal and school personnel committee will make selections from the pool established by the central committee.

**SCHEDULE/WORK YEAR:** As per NYC DOE/UFT agreement on the TIF program design, in addition to normal school hours, two (2) hours per month will be spent delivering professional development and coaching peers and two (2) hours per month will be required to attend professional development. Participation in a teacher leadership conference, which will likely take place toward the end of the summer, will also be required for participation.

**SALARY:** Peer Instructional Coaches receive additional compensation of \$12,000 over and above applicable annual salary for one year contingent upon the selected candidate remaining in the position at the TIF school through the 2014-15 school year. The candidate will be required to sign a document agreeing to the terms and conditions of the position as agreed upon by the NYC Department of Education (NYC DOE) and the United Federation of Teachers (UFT).

**APPLICATION PROCESS:**

- Candidates are strongly encouraged to apply as soon as possible for earliest consideration.
- Applicants are required to first complete an eligibility screen to initiate their application via <https://nycdepartmentofeducation.fluidreview.com/>
- Citywide personnel committee screens applications and interviews applicants to create an eligible pool.
- School-based personnel committee interviews and selects from the eligible pool beginning in May. Selections may be made only from staff members who were admitted to the central pool.

APPLICATIONS WILL BE ACCEPTED ONLINE at <https://nycdepartmentofeducation.fluidreview.com/>

**An Equal Opportunity Employer**

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APPROVED:



Charles Peeples, Executive Director, Office of Field Services & Information  
Division of Human Resources