THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES & TALENT
65 COURT STREET
BROOKLYN, NEW YORK 11201

Posted Date: August 19, 2013
Deadline Date: Ongoing

TEACHER ASSIGNED VACANCY CIRCULAR No 16 2013-2014
(SUBJECT TO BUDGET AVAILABILITY)

POSITION: Teacher Assigned A Instructional Content Specialist (Multiple positions)
(INTERNAL CANDIDATES ONLY)

Position Summary: Serving approximately 25 schools the Instructional Content Specialist will provide comprehensive, specialized support for one or more of the following instructional areas: English/Language Arts, humanities, mathematics, science, TESOL, or special education

LOCATION: Children First Network (TBD person could be assigned to any borough)

ELIGIBILITY:

Licensed, appointed and tenured New York City Department of Education teacher.

DUTIES/ RESPONSIBILITIES:

Professional development/Capacity building

- Provide professional development and guidance to school-based personnel in the in the Content Specialist's area of expertise to improve student achievement, accelerate student learning, and ensure compliance.
- Assist school-based personnel in capturing and disseminating knowledge to and from schools.
- Coordinate team in the customization of services, pilot programs and initiatives to meet the unique needs of principals and their respective schools.

Transactions

- Monitors and provides transactional support related to assigned student service(s).
- Advocate/liaise with the Network Team, OSS, and central entities when necessary to ensure that transactions are executed to meet compliance mandates and schools' satisfaction.
- Coordinate the tracking of complaints and their resolutions, and quality assurance for all student placement, youth development and family support services functions.

Problem-solving

- Provide guidance and resources to Principals, school administrators, and school-based personnel within their network to increase capacity and autonomy of each school. This includes frequent school visits to trouble-shoot and provide one-on-one support as necessary.

Strategic coaching

- Provide strategic coaching to principals and CFN staff to engender effective instructional practice and/or the provision of high-quality special education services.

Advocacy

- Identify shared challenges and advise accordingly regarding policy updates or changes.
- Advance a service-oriented culture designed to attain high levels of principal satisfaction with the services and support the network provides.

Communications

- Support principals' work to capture and disseminate knowledge among network schools. This includes best practice-sharing related to instructional and student service issues, and facilitating staff inter-network collaboration.
- Provide critical, technical information as available from OSS management teams, including central policy and process updates and changes.

Relationship to other DOE support structures

- Liaise, as appropriate, with the OSS management team and central leadership for purposes of fulfilling principal and school needs that must escalate beyond the network team.
- Identify complex and systemic needs of schools in the network and arrange for the provision of services to meet those needs; serve as an advisor to the other team members on student services-related questions.
- Advise principals on when and how to seek additional resources and/or expertise from the system.
- Work collaboratively with the other CFN network team members to share best practices and foster the network's cross-functionality.

SALARY: As per UFT Collective Bargaining Agreement

HOURS / WORK YEAR: As per UFT Collective Bargaining Agreement
8:00 A.M. - 4:00 P.M. Monday through Friday.
School year plus five additional days during winter, spring or summer vacation period.

APPLICATION: Send cover letter, resume and copy of license(s)to:

Michael Fenton
Director of Operations and Administration
Office of School Support (OSS)
52 Chambers Street – Room 208
New York, NY 10007

OR

by email to: mfenton3@schools.nyc.gov

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APPROVED: _____

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