

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

**POSTED DATE: May 4, 2015
DEADLINE DATE: June 1, 2015**

**TEACHER VACANCY CIRCULAR NO. 6 (2015-2016)
(SUBJECT TO BUDGET AVAILABILITY)**

**POSITION: Instructional Facilitator (6 positions)
(INTERNAL CANDIDATES ONLY)**

LOCATION: Office of Adult and Continuing Education (OACE) – Various Regions

ELIGIBILITY: A current New York City Department of Education teaching license and/or a valid NY State teaching certification.
Preference may be given to appointed teachers currently working for the Office of Adult and Continuing Education.

SELECTION CRITERIA:

- Satisfactory/Developing or Higher ratings
- Master's Degree and 4 years of Adult Education experience (or equivalent) preferred
- Relevant course work and successful professional experience in English as a Second Language and/or Basic Education instruction
- Demonstrated mastery of contextualized and constructivist approaches to teaching and learning, as reflected in the OACE Instructional Expectations
- Demonstrated mastery of content knowledge, methodology, and instructional strategies in English as a Second Language and/or Basic Education instruction
- Familiarity with common core learning standards, Danielson Framework, and Webb's Depth of Knowledge
- Knowledge of diagnostic, placement and achievement tools in the areas of ESL and/or ABE
- Familiarity with strategies for using assessment data to enhance instruction
- Strong project management and organizational skills
- Strong technology skills

DUTIES AND RESPONSIBILITIES

Under the direction of the school supervisors:

- Assist in the implementation of OACE's program-wide instructional initiatives
- Work with instructional staff through a combination of coaching, planning support, co-teaching, analysis of student achievement data, modeling of instructional strategies and techniques, and documenting of model lessons and instructional units
- Facilitate instructional staff trainings and professional development workshops
- Facilitate induction and orientation for newly hired teachers

- Review and evaluate new curriculum materials, identify the need for additional resources, and identify and disseminate exemplary teacher-prepared materials
- Maintain regional reference library of resource materials, bibliographies and testing materials; circulate and disseminate materials to teachers
- Ability to work a flexible schedule (during program hours of 9:00AM to 9:30PM including evenings and Saturdays)
- Must participate in professional growth opportunities as required or recommended
- Must be trained in BEST Plus, BEST Refresher, BEST Literacy and TABE tests

SALARY: As per the UFT Collective Bargaining Agreement

WORK HOURS: As per the UFT Collective Bargaining Agreement
(Thirty hours and 50 minutes a week, based on the program hours of 9:00 A.M. to 9:30P.M., including evenings and Saturdays)

Application: Send resume and cover letter to:

Nichola Hall, HR Director
nhall@schools.nyc.gov
New York City Department of Education
Office of Adult and Continuing Education
475 Nostrand Avenue
Brooklyn, NY 11216

Applications must be received by close of business, June 1, 2015

AN EQUAL OPPORTUNITY
EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, New York 11201, or visit the OEO website at:

<http://schools.nyc.gov/Administration/Offices/GeneralCounsel/OEO/default.htm>.

Approved: 

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