

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

Posted Date: June 2, 2010  
Deadline: June 25, 2010

Please Post

Teacher Vacancy Circular No. 35, 2010-2011

*(The assignment is for one year subject to re-application and selection in an annual re-advertisement process.)* (SUBJECT TO FUNDING AVAILABILITY)

Position: Literacy Coach

Location: 19K677 – East NY Elementary School of Excellence

Eligibility: New York City Licensed, Tenured and Appointed or New York State Certified in Reading, English, English as a Second Language or Elementary Education.

The work day will be commensurate to a Teacher position, as per the collective bargaining agreement. Coaches require regular professional development so that they acquire a deep understanding of, and the skills to implement, school curriculum. In order to support their learning, some professional development, by necessity, will be scheduled outside of the regular work day and work year but, in accordance with the UFT collective bargaining agreement, will be paid at per session rates and is not compulsory. The assignment is for one year and if the coach wishes to continue in the same assignment, with the approval of the Principal, the coach can be selected for another term without the need to re-apply. Otherwise the position is subject to an annual reapplication and selection process.

Duties and Responsibilities:

- Develop and support a culture of reflective practice among teachers.
- Coach teachers, model lessons, and provide feedback to colleagues in order to implement Core programs in literacy and other approved programs in the school:
  - Balanced Literacy
  - Teacher's College
  - NCEE/America's Choice Ramp up to Literacy Program
  - Work collaboratively with the science and social studies departments.
  - Analyze reading assessments/wrap kits and Teacher's College Quick Reads and writing assessments.
  - Developing teacher/students goals.
  - Member of the school's Cabinet Team, Instructional Team, and Data Inquiry Team.
  - Mentor new teachers utilizing the Santa Cruz standards.
  - Work collaboratively with the school librarian.
  - Work collaboratively with the parent coordinator, as well as the PTA.
  - Development of Summer Reading lists for all grades.
- Conduct planning meetings with teachers to analyze student work, review information regarding classroom assessments, and plan for instruction with the Core programs.
- Assist teachers to embed assessments into daily instructional activities.
- Differentiate support for teachers based upon demonstrated need.
- Organize opportunities for staff to observe and participate in discussion and conferences as part of the peer coaching process.
- Work closely with the Principal and Assistant Principals to assess teachers' needs and student data and to plan relevant professional development.

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Literacy Coach 19K677

- Facilitate workshops, courses, and study groups for teachers, supervisors, parents, and other members of the instructional and guidance staffs.
- Maintain required records and reports to document professional development throughout the school year.
- Attend all required sessions to roll out the Core curriculum initiatives to enable and provide staff development.
- Co-teach one regularly scheduled period per day for the purposes of demonstrating lessons for the regular classroom teacher and/or other staff, to increase transfer of Core program application and to build system-wide capacity.
- Complete professional development process to become certified trainers in Core mandated curriculum where appropriate.

**Requirements:**

- Minimum of five (5) years of satisfactory teaching experience in English or elementary or related field(s), with experience teaching the Core curriculum.
- Masters Degree in Elementary Education or related area preferred.
- Demonstrated successful experience as a teacher of literacy or elementary grades.
- Demonstrated successful experience as a staff developer/teacher trainer in literacy preferred.
- Demonstrated ability to communicate (written and oral) effectively.

**Qualifications:**

- Demonstrated understanding of standards-based teaching, learning and assessment.
- Demonstrate knowledge of assessment portfolios.
- Strong foundation of special education.
- Fluent in Acuity/ARIS and ny START.
- Demonstrate knowledge of Teacher's College.
- Demonstrate ability to model lessons.
- Success in working collaboratively with other professional staff on instructional issues.
- Demonstrated knowledge in latest circular and instructional reforms.
- Demonstrated excellent oral and written communication skills.
- Demonstrated success in teaching based on student achievement.
- Demonstrated knowledge of best practices in Literacy education.
- Commitment to continuous professional development.
- Demonstrated knowledge and application of technology as an instructional tool.

**Salary:** As per UFT Collective Bargaining Agreement

**Hours:** As per UFT Collective Bargaining Agreement

**Work Year:** As per UFT Collective Bargaining Agreement

**Application:** To apply for the coach position, please e-mail your resume and Cover letter no later than June 25, 2010

Judy Touzin, Principal  
[JTouzin@schools.nyc.gov](mailto:JTouzin@schools.nyc.gov)  
East New York Elementary School of Excellence – P.S. 677  
605 Shepherd Avenue  
Brooklyn, NY 11208  
Tel. (718) 272-6075 Fax (718) 272-6257

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APPROVED: *Gary Barton*  
Gary Barton  
Division of Human Resources