

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

**POSTED DATE: April 28, 2017  
DEADLINE DATE: June 28, 2017**

**TEACHER ASSIGNED VACANCY CIRCULAR NO. 5 , (2017-2018) – Extended  
(SUBJECT TO BUDGET AVAILABILITY)**

**Position:** Teacher Assigned – Reading Coach for Primary Grades – Mayor’s Universal Literacy  
(Multiple positions)  
Office of Curriculum, Instruction and Professional Learning  
One year position- Option to reapply – Position commences September 2017.

**Location:** 05M, 06M, 07X, 08X, 09X, 10X, 11X, 12X, 16K, 17K, 18K, 19K, 23K, 32K

**Eligibility:**

- Applicants must possess a valid New York State teaching certificate in Common Branches or Reading Specialist.

**Selection Criteria:**

- A minimum of five years successful teaching experience in primary grades early literacy instruction.
- Demonstrated knowledge of early reading and writing acquisition, including foundational skills in reading and writing.
- Proven experience and expertise in the implementation of a standards-based ELA program.
- Excellent oral, written and interpersonal communication skills.
- Excellent presentation skills.

**Preferred**

- Leadership experience in facilitating collaborative planning meetings and providing in-class coaching.
- Well-developed ability to analyze, organize and clearly explain data to indicate impact and implications for reading instruction
- Success in working collaboratively with other professional staff on reading instruction, program implementation, assessment, and evaluation.
- Commitment to a research-based approach to reading instruction, outcome-based accountability, data-driven decision-making, differentiated instruction, and continuous adult learning as drivers of improved student outcomes in reading.
- Well versed in national, state and city ELA standards and the research literature.
- Understanding of research-based practices along with effective ways to interpret research into practice and disseminate content.
- Knowledge and ability to apply effective literacy practices in:
  - data-driven instruction for reading;
  - increasing student achievement for diverse learners;
  - use of instructional programs and technologies, including the full range of programs and protocols utilized in the NYCDOE Core Curriculum; and
  - differentiated instructional strategies.

**Duties/Responsibilities:**

The Mayor’s Universal Literacy Reading Coach for Primary Grades will be responsible for providing in-classroom coaching, facilitating in-school workshops, and leading collaborative planning meetings with all primary grade teachers in the school(s) to which they are assigned.

- Provides in-class coaching on all elements of reading and writing for K-2 teachers that may include any of the following: modeling lessons, co-teaching lessons, side-by-side coaching, and visiting and giving collegial feedback.

- Prepares professional learning workshops on research-based primary literacy instruction to be delivered during after-school professional learning time or during collaborative planning time in the school day. The professional learning sessions will include support for both literacy content and instructional methodologies.
- Facilitates collaborative planning meetings with K-2 teachers to plan literacy lessons, small-group work, literacy interventions, and student assessments to provide diagnostic information and monitor growth.
- Distributes weekly (or bi-monthly) literacy newsletter to all school-based staff to celebrate the literacy work being done, provide resources related to early reading and writing acquisition, and announce upcoming professional learning sessions.
- Coordinates schedules, distribution of materials, and provides any needed professional development and administrative support for periodic assessments to monitor students' progress in K-2.
- Conducts needs assessments and analyzes student and other data at key points in the year to determine ELA areas requiring emphasis and support.
- Develops the year-long professional learning plan for literacy instruction for all K-2 teachers in the school.
- Attends ongoing professional learning sessions for reading coaches provided by DOE central staff and implements the work studied in these sessions in the school(s) to which assigned.
- Reports progress in meeting monthly benchmarks to the school-administration, district superintendent, and central office liaison and provides revision and/or intervention plans as needed to ensure monthly benchmarks are being met.
- Provides periodic workshops for parents to support literacy development at home.
- Works with teachers, school administration, and school support staff to submit the ordering of any materials needed for literacy instruction in K-2 classrooms.

**Hours:** As per UFT Collective Bargaining Agreement: 8:00 a.m. – 4:00 p.m., Monday through Friday

**Work Year:** School year plus five additional days during winter, spring, or summer vacation period. Position commences September 2017.

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

**Applications:** Please use the URL below to apply **by June 28, 2017 to:**

<https://nycdoe-ulitreadingcoach-apply.fluidreview.com/>

**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, sexual orientation, gender (sex) or prior record of arrest or convictions (except as provided by law), 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, Rm 1102, Brooklyn, NY, 11201.



**APPROVED:** \_\_\_\_\_

**Charles Peeples, Executive Director  
Office of Field & Information Services**