

Literacy Program Cluster Coordinator

JOB RESPONSIBILITIES: Under direction of supervisor, the Cluster Coordinator, with wide latitude for independent initiative and judgment, will supervise certified teachers in the NYCHA “The Write Girls” literacy program. The candidate will work collaboratively with the Literacy Instructor on curriculum development, lesson plans, coordinating theme-based activities, conducting research, preparing reports and monitoring the progress of program. Must have knowledge of the NYSED ELA Common Core Standards. The candidate must also be proficient in MS Office software.

THE PAY RATE: \$40 per Hour (this rate may be subject to change)

HOW TO APPLY: Send Cover Letter and Resume

1. **By Mail:** NYCHA, Brooklyn Community Operations, 160 Menahan St., Brooklyn, NY 11221 ATTN: PIR Expansion Program
2. **By Fax:** 718-453-1793
3. **By Email:** citywideprograms@nycha.nyc.gov

Education and Experience Requirements:

1. A master’s degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in, education and two years of satisfactory full-time professional experience as a NYC DOE Certified Teacher or;
2. A baccalaureate degree from an accredited college or university, and four years of satisfactory full-time professional experience as a NYC DOE Certified Teacher in the areas described in “1” above.

Literacy Program Instructor

JOB RESPONSIBILITIES: Under direction of Cluster Coordinator, with latitude for independent initiative and judgment, performs literacy instruction, planning, curriculum implementation, monitoring and evaluation of “The Write Girls” literacy program. The candidate should be able to conduct three-minute literacy proficiency testing of program participants, direct and lead literacy activities, record and document data for feedback and reporting. The candidate will work collaboratively with the Cluster Coordinator to develop program curriculum, lesson plans, coordinating theme-based activities, conducting research, preparing reports and monitoring the progress of program. Must have knowledge of the NYSED ELA Common Core Standards and three minute proficiency testing. The candidate must also be proficient in MS Office software.

THE PAY RATE: The current pay rate is \$30 per Hour (this rate may be subject to change)

HOW TO APPLY: Send Cover Letter and Resume

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2. **By Fax:** 718-453-1793
3. **By Email:** citywideprograms@nycha.nyc.gov

Education and Experience Requirements:

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and one year of satisfactory full-time professional experience as a Certified NYC DOE Teacher.

**AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
CLOSING DATE: POSITION OPEN UNTIL FILLED**