



# Washington Teachers' Union

**Posting Date: September 29, 2014**

Washington Teachers' Union, Local 6, American Federation of Teachers, AFL-CIO

## **Teacher Center Coordinator (2)**

The Washington Teachers' Union (WTU) represents over 4,800 active and retired teachers in Washington, DC. WTU is dedicated to social and educational justice for the students of the District of Columbia and to improving the quality of support, resources, compensation and working conditions for the public servants and proud teachers who educate our students in D.C. Public Schools.

The WTU Teacher Center Professional Development Program is a collaborative program of the Washington Teachers' Union and the District of Columbia Public Schools. The program engages in a wide variety of professional development, school redesign and professional learning activities, i.e. individual professional development, courses and workshops, and provides technical assistance to the other external and internal professional development units in the District of Columbia.

**LOCATION:** WTU Teacher Center Sites and Headquarters (Citywide)

### **ELIGIBILITY REQUIREMENTS:**

- District of Columbia licensed, tenured teacher in any of the following areas: Early Childhood, Special Education, Elementary and Secondary Education
- Minimum of eight (8) years of teaching experience as a regularly appointed teacher in a variety of school settings.
- Preference will be given to candidates with prior demonstrated expertise in any of the following areas: Literacy, Math, English as a Second Language, Bilingual Education, Technology, and Special Education

### **KNOWLEDGE, SKILLS & ABILITIES OF SUCCESSFUL CANDIDATES:**

- Strong ability in oral and written communication will be considered a significant asset
- Extensive knowledge of the District of Columbia Public Schools standards, assessments, and curricula resources
- Demonstrated expertise in designing and implementing standards-based instruction



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- Exemplary knowledge about content, materials and methods that support high standards in various curriculum areas

## **KNOWLEDGE, SKILLS & ABILITIES OF SUCCESSFUL CANDIDATES (cont'd):**

- Knowledge of professional development practices, professional learning communities, in-service education and alternative assessment for adults
- Demonstrated capacity to serve as a catalyst for implementing instructional changes in the classroom
- Record of engaging in cooperative and collaborative projects with staff/adults/administration
- Demonstrated skill in communication, team building, group dynamics, and in analyzing/interpreting school profile data
- Experience in andragogical strategies and relating to adult learners
- Willingness to undergo additional training during the summer and throughout the year, as well as to travel among field locations
- Recommendations from peers

## **ESSENTIAL DUTIES, RESPONSIBILITIES & TYPICAL ACTIVITIES:**

- Assists teachers in using collected data to work on the design and implementation of a comprehensive educational plan that focuses on high standards and achievement for all students including those who are ELL and/or receive special education services
- Consults with individuals and groups of teachers regarding their requests for meeting the specific needs of students
- Models appropriate and innovative teaching methodologies through techniques such as team teaching, demonstrations, simulations and consultations.
- Offers technical assistance, training and support to school-wide restructuring efforts
- Promotes collegiality through fostering an atmosphere of cooperation and communication among school personnel at participating sites
- Organizes a schedule of services which best serves the learning needs of teachers using the site
- Collaborates with other Teacher staff, consultants, agencies, other resource personnel in order to construct, implement and disseminate curriculum, teaching strategies, research findings and classroom practices
- Establishes and maintains Teacher Center Resource Room at each site
- Coordinates and/or conducts after-school professional development



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- Maintains records of project services
- Communicates effectively in English with individuals and groups
- Write effectively in a variety of forms, including emails, letters, grievances, settlement agreements, contract proposals, flyers, petitions and newsletter stories
- Thinks strategically and exercise sound judgment in resolving difficult situations with a high degree of patience and tact
- Cultivates respectful, strategic and collaborative relationships with people from diverse backgrounds and positions both internally and externally
- Organizes and coordinate multiple tasks under daily deadlines and work well under pressure
- Works harmoniously with colleagues and maintain trust with multiple levels of leadership and community coalitions
- Creates data base programs to develop an organizing database and utilize PC applications, including Word, Excel and Outlook
- Other duties as assigned by the WTU President

**SALARY/HOURS/WORK YEAR:** As per the Collective Bargaining Agreement

Excellent benefits include health, dental and vision insurance, 401(k) Retirement account, disability insurance, and paid time off (holidays, vacation and sick leave).

Salary: Commensurate with experience.

**All qualified candidates are strongly encouraged to apply by emailing Dorothy Egbufor, WTU Chief of Staff: [degbufor@wtulocal6.net](mailto:degbufor@wtulocal6.net) no later than October 15, 2014.** Please include a cover letter, resume with three references listed and two letters of recommendations from your peers when applying for this position. Your cover letter should include a brief explanation of how your skills and experience make you a strong candidate for the Teacher Center Coordinator position. No phone calls please.

The Washington Teachers' Union is an Equal Opportunity Employer.