

Sara E. Klimek

CHIEF HUMAN RESOURCES OFFICER

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UTICA CITY SCHOOL DISTRICT / 929 YORK STREET / UTICA, NY 13502

PLEASE POST

The Utica City School District announces the following vacancies:

Academic Intervention Service (AIS) Facilitator / Instructional Data Coach

2024-2025 School Year

Pending Board of Education 2024-2025 School Year Budget Approval and Federal Funding.

ELA

HIGH SCHOOL

- 1.0 Proctor High School
- .4 Proctor High School (Special Education)

MIDDLE SCHOOL

- 1.0 Donovan Middle School
- 1.0 J.F. Kennedy Middle School

Qualifications:

- Must currently be a Utica City School District teacher
- NYS Teaching Certification with strong knowledge of ELA and Math Next Generation Learning Standards
- At least (5) five years of teaching experience
- Must have an effective or highly effective APPR Rating
- Ability to communicate effectively in written and oral form in small groups, one-on-one and large groups
- Proficient technology skills (Excel, School Tool, i-Ready)
- Proficient utilizing data to adapt instruction
- Ability to facilitate and present information to colleagues and staff
- Track record of utilizing data to adapt instruction and make decisions
- Strong background in mathematics and data disaggregation

Job Duties:

- Assist in the coordination and implementation of the Academic Intervention Service (AIS) program.
- Adhere to the service requirements outlined in the District-adopted AIS Plan.
- Assist in the provision of instruction to AIS students.
- Appraise classroom needs and submit recommendations to the building principal related to resources needed to effectively implement Academic Intervention Services.
- Assist with the articulation and implementation of curriculum between and within each respective building both vertically and by grade level.
- Coordinate the testing program and record keeping of Academic Intervention Services.

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- Assist the building principal with the development and implementation of testing plans.
- Review and evaluate test data, monitor student progress and action plan with teachers and grade level/content area teams.
- Assist the building principal with the development of the AIS service schedule.
- Review AIS lesson plans and instructional program components to ensure effective service delivery.
- Knowledge of assessment development with data for progress monitoring and informing instruction.
- Conduct classroom observations (non-evaluative) in order to assess, support and improve instructional practice.
- Support the instructional development of all teachers in understanding the curriculum, assessments, framework for teaching and data analysis.
- Provide job-embedded professional development in implementing the Next Generation Learning Standards across content areas and rigorous differentiated instructional strategies to staff.
- Organize and facilitate data meetings.
- Collect, organize and analyze school and student performance data.
- Regularly analyze the effectiveness of the school data systems.
- Develop and disseminate data reports.
- Support the principal and school leadership team in the development, implementation and monitoring of the School Comprehensive Education Plan (SCEP) including the use of school performance data to inform revisions and updates.
- Collaborate with teachers to identify the instructional needs of students, to set learning goals/targets and to problem solve with teachers to develop effective practices for continuous academic growth.
- Provide research-based materials to teachers.
- Co-planning, peer coaching and modeling of lessons.
- Assist and act as a resource for the implementation of the Next Generation Learning Standards.
- Attend all data meetings, school leadership meetings and vertical team meetings.
- Assist the staff members in the scheduling of data meetings and the development of necessary documents such as agendas, meeting minutes and data reports.
- Provide literacy resources and support to foster literacy development.
- Facilitate the Annual Title I Parent meeting and required reporting.
- Provide support to Central Office in regards to data reporting requirements specific to federal funding.
- Assist staff in understanding the UCSD mission and core values.
- Support the implementation of school improvement and professional development initiatives.
- Develop coaching plans for teachers to ensure improved student performance outcomes.
- Meeting regularly with the school leadership team to align activities and plan according to improvement goals.
- Support staff in analyzing school/district accountability reports and identification of potential school status designations.
- Assist with development and monitoring of Extended Learning Time (ELT) programming and other remedial services.
- Build relationships with faculty and staff to support professional growth through collaborative conversions that focus on improving/enhancing teaching and learning.
- Attend professional development sessions.
- Perform any other duties and responsibilities as assigned by the Director of Curriculum and Instruction.

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Effective: 2024-2025 School Year

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Internal Posting: Only current employees of the Utica City School District may request a transfer to these positions.

Qualified applicants must submit a letter of application to Sara E. Klimek, Chief Human Resources Officer by the close of business on **May 20, 2024**. Email: internalposting@uticaschools.org

SEK/ss

5/6/24