



The New York State Education Department

## NEW YORK STATE EDUCATION DEPARTMENT

89 Washington Avenue, Albany, New York 12234  
An Affirmative Action / Equal Opportunity Employer

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### ASSOCIATE IN EDUCATION IMPROVEMENT SERVICES, SG-26

Location: Brooklyn\*

Salary: \$65,564\*\*

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The Office of Elementary, Middle, Secondary and Continuing Education seeks candidates to fill the vacancy of Associate in Education Improvement Services, Grade 26. Under general supervision in the New York City Office of School Improvement and Community Services, the Associate will be responsible for activities supporting the implementation of the Regents strategy for improving middle-level education and graduation rates. Responsibilities for this position include, but are not limited to, the following:

- Draft regulatory language to reflect the approved Regents strategy as it pertains to middle level education and teacher certification, solicit public reaction to draft regulation, analyze comments and revise draft as needed;
- Develop guidance materials for the field and develop and implement technical assistance through a variety of techniques;
- Develop specifics for a research study to gauge the success of the implementation of the Regents Policy;
- Conduct a research study, collect and analyze data and report the results;
- Create a network of schools focused on improving achievement in mathematics, at the middle level, that strives to challenge traditional relationships between school districts and institutions of higher education;
- Engage urban districts in the State in the redesign of university leadership programs, mentoring programs, resource reallocation and other methods of improving leaders' skills and conditions under which they practice;
- Identify strategies (e.g. data analysis, supervision, peer coaching, etc.) to improve student achievement in mathematics based on local conditions;
- Prepare work plans, quarterly progress and budget reports.

**MINIMUM QUALIFICATIONS:** Candidates must have a Master's degree AND five years of experience in an education agency or organization working with elementary, middle or secondary schools in providing technical assistance or in developing or implementing educational programs or educational grants; OR NYS permanent (professional) certification in classroom teaching, in administration and supervision, or in pupil personnel service, AND five years of experience in the public schools teaching in grades pre-K – 6, or teaching academic subjects in grades 7-12, or professional experience with students in the areas of early childhood and parent education, guidance counseling, school social work or attendance improvement/dropout prevention.

\* Plus \$1264 annual location differential.

\*\* Leads to a maximum salary of \$80,142 based on annual performance advances.

**APPLICATION:** Qualified candidates should send a resume and letter of interest by June 16, 2005 to:

Gayle Bowden  
Director of Human Resources Management  
New York State Education Department  
Box EL-12  
89 Washington Avenue, Room 528 EB  
Albany, NY 12234  
Fax: (518) 486-5631  
E-mail: [leonard@mail.nysed.gov](mailto:leonard@mail.nysed.gov)

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