

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

**POSTING DATE: December 10, 2014  
DEADLINE DATE: January 16, 2015**

**SCHOOL PSYCHOLOGIST VACANCY CIRCULAR NO. 11 REPOST (2014 – 2015)**  
**(Subject to Budget Availability)**

**Position:** School Psychologist – Impartial Hearings Office (One position)  
**(INTERNAL CANDIDATES ONLY)**

**Location:** District 75 Office  
400 First Avenue  
New York, NY 10010

**Eligibility:** Appointed School Psychologist with a minimum of 3 years satisfactory experience on a school based support team/IEP team.

**Selection Criteria:**

- Demonstrated successful experience as an School Psychologist
- Demonstrated knowledge of an interdisciplinary approach to learning.
- Demonstrated understanding of the Common Core Learning Standards (CCLS)
- Demonstrated knowledge of best practices and able to recommend solutions based on research and resources to address the identified needs of individual students for whom the impartial hearing process has been requested
- Knowledge of student informational systems, i.e. SEC, SESIS, ATS, CAP
- Demonstrated excellent oral and written communication skills.

**Duties and Responsibilities:**

- Conduct comprehensive school assessments to provide guidance and direction to principals and staff about their responsibilities at impartial hearings.
- Collects data and documents directly related to hearings, which may include visits to schools to obtain information.
- Initiates outreach efforts to other offices and/or divisions to obtain assistance and resources that support outcomes for the impartial hearing process.
- Disseminates information and provides training on implementation of impartial hearing decisions.
- Works collaboratively with District 75 leadership and the Office of Clinical and Support Services in providing assistance and oversight to school-based staff in support of pre-impartial hearing procedures. This includes:
  - i. Reviewing pre-impartial hearing requests for sufficiency in accordance with all established guidelines and mandates;
  - ii. Providing support on all matters relating to the implementation of both mediation and resolution agreements at individual school sites;
  - iii. Engaging in proactive problem-solving to reduce potential hearing requests; and
  - iv. Facilitating improvements in school learning environments.
- Prepares teachers, related service providers, and administrative staff for testimony at impartial hearings
- Consults with principals and provides advice, guidance and technical assistance on specific issues and circumstances relative to Impartial Hearings.

- Ability to travel to District 75 schools across all boroughs
- Attend all required district and as appropriate Central professional development and staff meetings.

**Work Hours:** As per UFT Collective Bargaining Agreement

**Salary and Work Year:** As per UFT Collective Bargaining Agreement

**Application:** Send cover letter and resume by **January 16, 2015**, to:

**Mark Auerbach, Director  
District 75 Office of Impartial Hearings  
400 First Avenue Rm. 555  
New York, NY 10010-4004**

or

**Via e-mail to: [MAuerba2@schools.nyc.gov](mailto:MAuerba2@schools.nyc.gov)  
Attn: School Psychologist – Impartial Hearings Office**

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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APPROVED: 

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