NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201

Date: June 24, 2009

VACANCY CIRCULAR 2009-2010

Please Post

Position: Lead Teacher-Special Education
(Contingent upon Funding Availability)

Number of Positions: 5

Location:

Esperanza Preparatory Academy	04M372
The Academy of Collaborative Education	05M344
Victory Collegiate High School	18K576
Middle School for Marketing and Legal Studies	18K598
Academy of Innovative Technology HS	19K618

Eligibility Requirements:

- Three years minimum of satisfactory special education teaching classroom experience.
- Appropriate New York City Special Education License and/or New York State Certificate.
- Proven ability to work successfully with students who have the greatest needs.
- Demonstrated outstanding classroom teaching ability.
- Effective written and oral communication skills.
- Ability to work cooperatively and effectively with other professional staff members.
- Evidence of professional growth.
- Commitment to and evidence of improving instructional outcomes of students with disabilities.
- Excellent record of attendance and punctuality.
- Knowledge of standards**,** assessments**,** and curriculum.
- Satisfactory rating.

Selection Process:

Selection will take place in a two-stage process. First, selections will be made by the Central Personnel Committee. The Central Committee will be composed of four representatives of the 1 Special Education Initiatives staff member, 1 Office of Portfolio Development staff member, 1 UFT representative, and 1 parent representative. In the second stage, each participating school will establish its own personnel committee, made up of the principal, administration representatives, staff representatives, and parent representatives, with a majority of teachers. This committee will make selections from the pool selected by the Central Personnel Committee. Applicant must submit appropriate material, including:

- Resume demonstrating applicant's professional record of achievements.
- School-based personnel committee selects from Centrally identified pool of candidates.
- Interviews of selected applicants are held by School Personnel Committees.

Duties and Responsibilities:

The Lead Teacher-Special Education, half-time in the classroom and half-time providing professional development support to other teachers, will play a variety of roles within the school that are linked to departmental and school priorities, and will work closely with the Literacy and Math coaches. The two essential roles include:

- Lead Teacher's-Special Education classroom serves as a lab for best practices and for demonstrating new pedagogical strategies and curriculum. This role includes several steps: pre-planning discussion with other teachers, demonstration of lesson, and de-briefing.
- Lead Teacher-Special Education supports the professional development of other teachers working with students with disabilities either by grade(s) or subject area. This could include:
  - Leading study groups around standards, assessments, and instruction.
  - Assisting teachers in setting goals for their professional development.
  - Serving as a "critical friend" to colleagues by providing coaching and feedback.
  - Facilitating regular grade-level or subject-area planning meetings.
  - Leading action research project with other teachers.
  - Working closely with other staff providing professional development.
  - Building trust and collegiality among teachers.
  - Maintain a professional portfolio.

Salary: As per UFT Bargaining Agreement, with $10,710 in additional pensionable compensation.

Hours: Initial assignment for 2009-2010 school year. As per UFT Bargaining Agreement, with five weekdays of training prior to the start of school, and four hours of training per month outside of normal school hours.

Deadline for Applying: July 2009

Send Resume, Cover Letter and other Pertinent Materials to:

Bracha Kaplan
NYC Department of Education
Office of Special Education Initiatives
52 Chambers Street, Room 220
New York, NY 10007
RE: Special Education Lead Teacher

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at www.schools.nyc.gov/oeo.

Approved: _____
Division of Human Resources