

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

**Posted Date: September 10, 2012
Deadline Date: October 11, 2012**

Teacher Assigned Vacancy Circular No. 8 2012-2013
(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Transition Teacher Specialist
(Teacher Assigned A)

LOCATION: TBA

ELIGIBILITY: New York City Department of Education licensed, appointed, and tenured teacher - **(INTERNAL CANDIDATES ONLY)**

SELECTION CRITERIA:

- Masters Degree in Special Education or a related service area: speech, school psychology, social work, and guidance.
- Minimum of five (5) years satisfactory experience working with students with disabilities.
- Experience researching, organizing, and conducting professional development for teachers.
- Collaborative approach to managing projects and activities.
- Knowledge in Federal and State mandates regarding Transition Services, including State Performance Indicators.
- Experience teaching career/vocational education to special populations.
- Knowledge of available job training programs and referral procedures.
- Knowledge of New York City Department of Education instructional initiatives, mandates, curricula requirements and operational resources.

DUTIES AND RESPONSIBILITIES: Under the supervision of the Regional Special Education - Technical Support Center (RSE-TASC) Coordinator, the Transition Specialist will:

- Provide professional development and technical assistance consistent with State and City required training.
- Provide support and assist schools and parents to develop IEPs that will reasonably enable students with disabilities to meet their measurable post-secondary goals.
- Provide technical assistance to individual schools to identify improvement activities to improve compliance with transition IEPs.
- Collaborate with SED funded special education parent centers to provide information to parents on the transition planning process.
- Develop, revise, and distribute informational materials approved by SED on effective transition planning and services.
- Provide professional development and technical assistance to schools that have completed or will be engaging in a self-review monitoring process.
- Facilitate schools use of TRANSQUAL.
- Complete SED-mandated data reports; gathers data and drafts required reports and/or correspondence.
- Attend all mandatory SED/NYC RSE-TASC conferences, meetings, and professional development, including statewide network conferences.

SALARY: As per UFT Collective Bargaining Agreement

WORK SCHEDULE: As per UFT Collective Bargaining Agreement
Monday – Friday; 8:00 AM to 4:00 PM

APPLICATION: Please apply in writing expressing your interest and qualifications including copies of your teaching credentials, resume, and file number by October 11, 2012 to:

Cathy Oliver coliver@schools.nyc.gov

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, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room1102, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

APPROVED: _____


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