

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

**Posted Date: May 22, 2015  
Deadline Date: June 19, 2015**

**Teacher Assigned Vacancy Circular No. 9, 2015-2016 - Amended**  
**(SUBJECT TO FUNDING AVAILABILITY)**

**POSITION:** Teacher Assigned A  
4410 Program Specialist, Pedagogy  
**(FOR INTERNAL CANDIDATES ONLY)**

**LOCATION:** 1780 Ocean Avenue, Brooklyn, NY

**ELIGIBILITY REQUIREMENTS:**

- Minimum of three (3) years of satisfactory, full time experience as appointed, licensed, tenured teacher and/or staff developer/teacher trainer of early childhood or special education. Five (5) years or more is preferred.
- Special Education certification preferred.

**SELECTION CRITERIA:**

- Knowledge of preschool special education evidenced by both education and work experience.
- Demonstrated understanding of developmentally appropriate standards-based curriculum and instruction, based on New York State Prekindergarten Foundation for the Common Core
- Demonstrated knowledge of best practices in early childhood education (birth to grade three) and special education curriculum and assessment models.
- Expertise in planning and delivering professional development.
- Demonstrated ability to communicate effectively in writing and verbally in a timely manner with diverse audiences, including teachers, administrators, colleagues, and supervisors
- Demonstrated ability to use data to set goals and develop strategies.
- An understanding of laws and regulations for special education in New York State.
- Ability to use Word, Excel and Outlook.

**DUTIES/ RESPONSIBILITIES:**

Position Summary: Section 4410 of the New York State Education Department (NYSED) law provides a mechanism by which local school districts and the state share the cost of providing preschool children who need specialized educational services with instruction either in special schools or through visiting teachers at non-specialized schools. These

programs are divided into two groups, those that are center-based (located at a specific school site) and those that employ itinerant teachers who work with students in their school or at home. Program specialists will conduct site visits to NYC DOE 4410 center-based programs.

- Assist in the creation and revision of protocols to review preschool programs and itinerant teachers.
- Conduct site visits to NYC DOE 4410 preschool programs using the established systems and processes, including, but not limited to, collection and organization of data, timelines and submission of reports.
- Prepare reports on preschool programs that include appropriate recommendations, if necessary.
- Communicate with programs within established timelines to provide a summary of the site visit, resources and site recommendations.
- Serve as a liaison between the DOE and the preschool program.
- Support other program specialists through shared professional learning opportunities.
- Conduct quality assurance of site visit reports through peer reader process.
- Review IDEA grant submissions to support and provide guidance to preschool programs in programmatic appropriateness of budget and narrative.
- Plan and facilitate professional learning for an assigned group of preschool programs.

**Hours:**                   **As per UFT Collective Bargaining Agreement**  
(School Year plus five additional days during winter, spring or summer recess pursuant to UFT Contract.)

**Salary:**                   **As per UFT Collective Bargaining Agreement**

**Application:**       Send cover letter, resume and copy of license(s) **by June 19, 2015**, to:  
[mrobust@schools.nyc.gov](mailto:mrobust@schools.nyc.gov)

Maria Robustelli  
Director of Preschool Special Education  
1780 Ocean Avenue, 2 Floor  
Brooklyn, NY 11230

**AN EQUAL OPPORTUNITY EMPLOYER**

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