

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

Posted Date: October 17, 2008
Deadline: November 17, 2008

Bilingual Social Worker Vacancy Circular # 20 2008-2009

Position: Bilingual School Social Worker – 1 position

Location: Queens District 27

Qualifications: Bilingual School Social Worker License

Selection Criteria:

- ✚ Regularly appointed and tenured
- ✚ Three years experience on a School Based Support Team,
- ✚ Knowledge of continuum of services, Regulations of the Commissioner, Chancellor's Regulations and Jose P issues,
- ✚ Ability to communicate with parents, agencies and school personnel.
- ✚ Satisfactory rating.

If there are insufficient applicants who are regularly appointed and tenured then applicants may be selected using the following cascade.

- ✚ Regularly appointed and tenured with less than 3 years SBST experience,
- ✚ Regularly appointed and not tenured.

These are three year positions. Exiting School Social Workers may re-apply for these positions and be selected for this position.

Duties and Responsibilities:

- ✚ Conduct assessments and classroom observations, prepare written reports and develop IEPs for school aged students with disabilities and/or suspected of being disabled. These may include but are not limited to: students attending non-public schools, parochial schools and charter schools, etc.
- ✚ Participate in these activities at CSE and/or at the non-public, parochial or charter school.
- ✚ Represent the Department at mediation sessions and Impartial Due Process Hearings,
- ✚ Coordinate CSE activities with various Department of Education offices, non-public schools and other agencies,
- ✚ Serves as a resource to school staff, parents and agencies.

Work Schedule: 8:00 AM – 3:25 PM - Monday- Friday

Salary: As per Collective Bargaining Agreement

Application: Please submit a cover letter, current resume by close of business, November 17, 2008
Please indicate Circular # you are applying for: Send to:

Susan LeCointe
Special Education Administration and Operations Manager CSE 4- Satellite
82-01 Rockaway Blvd.
Ozone Park, NY 11416
slecoin@schools.nyc.gov

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

APPROVED: Gary Barton
Gary Barton
Division of Human Resources