

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

Posted Date: September 5, 2007
Deadline: October 5, 2007

Teacher Assigned A Vacancy Circular # 6, 2007 -2008

POSITION: SETRC PROFESSIONAL DEVELOPMENT SPECIALIST
KNOWLEDGE NETWORK LSO

LOCATION: TBA

ELIGIBILITY: New York City Department of Education teacher licensed and tenured teacher.

SELECTION CRITERIA:

- *Masters Degree in Special Education or a related service area.
- *Minimum of five (5) years experience working with students with disabilities.
- Knowledge of New York State laws relating to the provision of instruction and services to general and special education students.
- Prior experience in conducting Graduate level and/or In Service courses for professional staff.
- Skilled in researching, organizing and conducting personnel development activities.
- Ability to relate in a positive manner to staff, parents and agency personnel.
- Demonstrated ability to engage in cooperative and collaborative activities and projects.
- Ability to use computer technology, including the Internet, to enhance professional development activities related to classroom instruction.
- Knowledge of New York City Department of Education instructional initiatives, mandates, curricula requirements and operational resources.

DUTIES AND RESPONSIBILITIES: SETRC Professional Development Specialists will perform, but will not be limited to the following tasks under the direct supervision of the designee of the Learning Support Organization:

- Serve as part of a team that facilitates and supports the LSO professional development components, Quality Improvement/ Focus Review planning and activities, as well as DOE Special Education Initiatives.
- Attend all mandatory SED/SETRC conferences and professional development including statewide network conferences; attend all mandatory regional SETRC trainings.
- Complete SED mandated data reports and assist in the gathering of data and writing of all required reports and/or correspondence.
- Use appropriate technological tools for the design of materials, office operations, SED reporting and electronic networking.
- Attend monthly NYC SETRC staff meetings.

SALARY: As per collective bargaining agreement

WORK SCHEDULE: As per collective bargaining agreement

APPLICATION: Send letter of application and resume no later than October 4, 2007 to:
Stephen M. Mittman, Deputy CEO
Knowledge Network
82-01 Rockaway Blvd
Ozone Park, New York 11416
Fax 718 642 5705
SMittman@schools.nyc.gov

An Equal Opportunity Employer

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APPROVED: Gary Barton
Gary Barton
Division of Human Resources

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