

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

**Posted Date: September 7, 2011
Deadline Date: October 6, 2011**

Teacher Assigned Vacancy Circular No. 1 (2011-2012) School Year
(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Special Education School Improvement Specialist (SEIS)
(Teacher Assigned A)

LOCATION: Various Sites throughout the City

ELIGIBILITY: New York City Department of Education licensed and tenured teacher
(FOR INTERNAL APPLICANTS 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.
- Builds strong relationships with professional peers, parents, and community members.
- Collaborative approach to managing projects and activities.
- Uses technology to design professional development opportunities.
- Knowledgeable about New York City Department of Education instructional priorities.
- Familiar with New York State laws relating to the provision of instruction and services to general and special education students.
- Familiar with high school transition programs and services.

**DUTIES AND
RESPONSIBILITIES:**

- Under the supervision of the CFN Network's Administrator, the Special Education School Improvement Specialists will:
- Serves as a key member of the Network; work with teams to create and implement instructional and behavioral support and improvement strategies.
- Designs and delivers professional support focused on literacy, behavior support, and instruction for students with disabilities.
- Completes SED-mandated data reports; gathers data and drafts required reports and/or correspondence.
- Attends all mandatory SED/RSE-TASC conferences, trainings, and professional development, including statewide network conferences.
- Uses the NYS Quality Indicator Review and Resource Guide, and other tools, to analyze and inform instructional practices.

Page 2 Teacher Assigned Vacancy Circular No. 1 (SEIS)

- Performs other tasks and projects for targeted schools reported in the Quality Improvement Process (QIP) plan.

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 credential, resume, and file number by **October 6, 2011** to:

Cathy Oliver at 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, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

APPROVED: *Gary Barton*
Gary Barton, Executive Director
Division of Human Resources & Talent