

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

Posted Date: April 22, 2013

Deadline Date: May 17, 2013

Teacher Assigned Vacancy Circular No. 2 Transition Teacher Specialist (2013 – 2014)
(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Transition Teacher Specialist
(Teacher Assigned A)
(FOR INTERNAL APPLICANTS)

LOCATION: Various locations

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

SELECTION CRITERIA:

- Master's 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 NYSED funded special education parent centers to provide information to parents on the transition planning process.
- Develop, revise, and distribute informational materials approved by NYSED 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.

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- Complete NYSED-mandated data reports; gathers data and drafts required reports and/or correspondence.
- Attend all mandatory NYSED/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 a copy of your **teaching credentials**, **resume**, and **file number** to:

Cathy Oliver - RSE TASC Coordinator
coliver@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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