

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

**Posted Date: October 16, 2009
Deadline Date: November 16, 2009**

TEACHER ASSIGNED VACANCY CIRCULAR No 18 (for 2009-2010 School Year)
(SUBJECT TO BUDGET AVAILABILITY)

POSITION: (1 Position) Early Resolution Counselor

Reporting to the Director of Student Suspensions, the Early Resolution Counselor, as designee of the superintendent, will serve as disposition officer for students suspended by the superintendent. Conduct conferences with suspended students and their parents for the purpose of providing the option of pleading no-contest to charge/s leading to suspension. The Early Resolution Counselor will provide on-going technical assistance to school personnel, parents and attorneys/advocates on suspension procedures and assist with the formal training of school staff.

LOCATION: Bronx Hearing Office
501 Courtlandt Avenue
Bronx, NY 10451

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

REQUIREMENTS:

- Knowledge of suspension process as it relates to students in general and special education
- Demonstrated excellence in interpersonal and organizational skills
- Demonstrated ability to exercise initiative and independent judgment
- Teacher license
- Demonstrated ability to communicate (written and verbally) effectively
- Excellent attendance and punctuality

QUALIFICATIONS:

- Demonstrated understanding of suspension procedures
- Knowledge of NYCDOE's online systems (OORS/SOHO)
- Demonstrated excellence in interpersonal and organizational skills
- Demonstrated excellence in verbal and written communication skills
- Commitment to continuous professional development
- Demonstrated ability to exercise initiative and independent judgment

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- Experience as a high school dean or middle school dean preferable

DUTIES/ RESPONSIBILITIES:

- Reviews student records and charges of misbehavior to make appropriate dispositions in accordance with Chancellor's Regulation A443 and the Citywide Standards of Discipline and Intervention Measures (Discipline Code)
- Conducts conferences with suspended students and their parents in order to provide the option of pleading no-contest to the suspension
- Maintains on-going communication and collaboration with the Director of Student Suspensions, Integrated Service Centers (ISCs), and Children's First Networks (CFNs)
- Provides on-going technical assistance to school personnel, parents and attorneys on suspension procedures and assists with training of school staff
- Assists with the preparation of reports

SALARY:

As per UFT Collective Bargaining Agreement

HOURS / WORK YEAR:

As per UFT Collective Bargaining Agreement
8:00 A.M. - 4:00 P.M. Monday through Friday.
School year plus five additional days during winter, spring or summer vacation period.

APPLICATION:

Send cover letter, resume and copy of license(s) by November 16, 2009 to:

Seth Rosenkrantz
Director of Student Suspensions
Office of School and Youth Development (OSYD)
52 Chambers Street – Room 218
New York, NY 10007

OR

by email to:

srosenk@schools.nyc.gov

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APPROVED: *Gary Barton*
Gary Barton
Division of Human Resources