



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

**Posted Date: September 27, 2013
Deadline: October 25, 2013**

**Teacher Assigned Vacancy Circular No. 18 2013-2014
(SUBJECT TO FUNDING AVAILABILITY)**

POSITION: Teacher Assigned A
Program Reviewer, 4410 Oversight, Pedagogy
(FOR INTERNAL CANDIDATES ONLY)

LOCATION: 52 Chambers or other Central location- TBD

ELIGIBILITY REQUIREMENTS: Licensed and Tenured NYC Teacher

SELECTION CRITERIA:

- Knowledge of Pre-K Special Education evidenced by both education in the topic and work experience in the field.
- Excellent written and oral communication skills.
- Experience analyzing data and presenting the results of that analysis clearly to help support recommendations.
- Willingness to accept a field job visiting schools around the city and preparing and submitting reports by email.
- A background in quality assurance, quality reviews and/or other activities to monitor and evaluate the activities of multiple programs.
- An understanding of laws and regulations for Special Education in New York State.
- Ability to use Word, Excel and Outlook.

DUTIES/ RESPONSIBILITIES:

Position Summary: Section 4410 of the New York State Education Department (SED) Law provides a mechanism by which local school districts and the state share the cost of providing pre-kindergarten (Pre-K) children who need specialized educational services with instruction either in special schools or through visiting teachers at non-specialized schools. The Department of Education (DOE) is establishing a new office to oversee these programs. These programs are divided into two groups, those that are center-based (located at a specific school site) and those that employ itinerant teachers who work with students in their school or at home.

The Program Reviewers will review all of the 4410 programs. At least initially, the reviewers will be responsible for a fixed number of programs but, as the office develops, this relationship might change. The majority of the Reviewers' time will be spent in the field reviewing programs and submitting reports electronically. Performs related work.

- Help establish protocols to review Pre-K programs and itinerant teachers.
- Review Pre-K programs, maintaining confidentiality as appropriate.
- Prepare reports on programs that include recommendations for corrective action, if necessary.
- Follow up with programs in the event that corrective action is required.
- Serve as a liaison between the DOE and the Pre-K program for a limited number of programs.
- Support other Program Reviewers who will be responsible for conducting a limited number of reviews.

Hours: As per UFT Collective Bargaining Agreement
(School Year plus five additional days during winter, spring or summer recess pursuant to UFT Contract.)

Salary: As per UFT Collective Bargaining Agreement

Application: Send cover letter, resume and copy of license(s) by October 25, 2013, to:
iblanc@schools.nyc.gov

Iris Blanc, Director
Virtual Enterprises, International
Martin Luther King HS – Room 251
122 Amsterdam Avenue
New York, NY 10023

AN EQUAL OPPORTUNITY EMPLOYER

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APPROVED:  _____

**Charles Peoples, Executive Director, Office of Field Services & Information
Division of Human Resources & Talent**