

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

Posted Date: May 9, 2008,  
Deadline: June 6, 2008

Please Post

Teacher Assigned "A" Circular No. 18 2007—2008 (for 2008-2009 School Year)  
(SUBJECT TO FUNDING AVAILABILITY) (1 Position)

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

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 orally) effectively
- Excellent attendance and punctuality

Qualifications:

- Demonstrated understanding of suspension procedures
- Demonstrated excellence in interpersonal and organizational skills
- Demonstrated excellence in oral and written communication skills
- Commitment to continuous professional development
- Demonstrated ability to exercise initiative and independent judgment
- Experience as a high school dean or middle school dean preferable

Duties and 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 central Director of Student Suspensions and Integrated Service Center.
- 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.

Hours: 8AM----4PM Monday through Friday. As per UFT Collective Bargaining Agreement  
Work Year: School year plus five additional days during winter, spring or summer vacation period.

Salary: As per UFT Collective Bargaining Agreement

Application: Send cover letter, resume and copy of license(s) by **June 6, 2008, to:**

Les Matuk  
Office of School & Youth Development  
The Tweed Building, Room 218  
52 Chambers St.  
New York, New York 10007

**OR**

**by e-mail to:**  
lmatuk@nycboe.net

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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Approved: Gary Barton

Gary Barton  
Division of Human Resources

P# 002844