

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

**Posted Date: May 29, 2014**

**Deadline Date: June 26, 2014**

**Teacher Assigned A Vacancy Circular No. 12 , 2014-2015**  
**(SUBJECT TO FUNDING AVAILABILITY)**

**POSITION:** Special Education School Improvement Specialist (SEIS)  
(Teacher Assigned A)  
**(INTERNAL CANDIDATES ONLY)**

**LOCATION:** TBA

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

**SELECTION CRITERIA:**

- Master's Degree in special education, psychology, school psychology, reading or a related service OR Bachelor's Degree in special education, psychology, school psychology, reading or a related service and a Master's Degree in education.
- Minimum of five (5) years satisfactory experience with direct teaching or provision of services with students with disabilities.
- Experience researching, organizing, and conducting professional development for teachers.
- Collaborative approach to managing projects and activities.
- Knowledge of Federal and State mandates, laws and regulations regarding special education, including State Performance Indicators.
- Knowledge of New York City Department of Education instructional initiatives, mandates, curricula requirements and operational resources.

**DUTIES AND RESPONSIBILITIES:** Under the supervision of the RSE TASC SEIS Administrators, the SEIS will work directly with schools identified through the regional planning process to bring and sustain high quality research-based practices in the areas of literacy, behavioral supports and interventions and specially designed instruction to improve outcomes for students with disabilities. Specifically, they will:

- Provide targeted technical assistance to schools determined by NYSED as at risk of or needing assistance or intervention and/or to schools identified by NYSED as focus or priority schools based on the results of students with disabilities and as determined through the regional planning process.
- Conduct an analysis of data relating to results for students with disabilities to identify the area(s) of instructional review and improvement.
- Develop upfront agreements with schools to establish the level and type of commitment the school will make to improve and sustain improvements in its instructional programs and practices for students with disabilities.
- Document the professional development and support provided on and through the development of the QIP plan.

- Provide high quality professional development to schools and school support staff in a manner that will lead to improvements of instructional programs and practices.
- Assure that systems of progress monitoring are established and that progress is documented.
- Review and revise the QIP as necessary to ensure that systemic change is occurring.
- Communicate with SESIS Administrators and SEQA office when requested on issues and concerns in work with specific schools.
- Collaborate with other DSSIS staff to ensure cohesive information and training.
- Complete SED-mandated data reports; gather data and draft required reports and/or correspondence.
- Attend and participate in all mandatory SED/NYC RSE TASC conferences, meetings, and professional development, including statewide network conferences.
- Participate in the Diagnostic Tool for School and District Effectiveness (DTSDE) review process as assigned by the RSE TASC Coordinator and/or SESIS Administrators.
- Collaborate with Part I, Part II, Part III and other DSSIS staff as needed in order to commit to aligned practices and to support progress toward goals in the identified schools.

**SALARY:** As per UFT Collective Bargaining Agreement

**WORK SCHEDULE:** As per UFT Collective Bargaining Agreement  
Monday – Friday; 8:00 AM to 4:00 PM  
**THIS IS A 10 MONTH POSITION.**

**APPLICATION:** Please apply in writing expressing your interest and qualifications including copies of your teaching credential, resume, and file number by **June 26, 2014** to:

Cathy Oliver at [COliver@schools.nyc.gov](mailto:COliver@schools.nyc.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**

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**APPROVED:** \_\_\_\_\_

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