

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

**Posted Date: May 23, 2011  
Deadline Date: June 20, 2011**

**Teacher Assigned Vacancy Circular No. 23 (for the 2010 – 2011 School Year)**  
**(SUBJECT TO FUNDING AVAILABILITY)**

**POSITION:** Transition Teacher Specialist  
(Teacher Assigned A)

**LOCATION:** TBA

**ELIGIBILITY:** New York City Department of Education licensed, appointed, and tenured teacher **(FOR INTERNAL CANDIDATES ONLY)**

**SELECTION CRITERIA:**

- Masters 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 SED funded special education parent centers to provide information to parents on the transition planning process.
- Develop, revise, and distribute informational materials approved by SED 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.
- Facilitate schools use of TRANSQUAL.
- Complete SED-mandated data reports; gathers data and drafts required reports and/or correspondence.
- Attend all mandatory SED/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 copies of your teaching credentials, resume, and file number by **close of business, June 20, 2011** to:

**Cathy Oliver** [coliver@schools.nyc.gov](mailto:coliver@schools.nyc.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**

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**APPROVED:** Gary Barton  
Gary Barton, First Executive Director  
Division of Human Resources and Talent