

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

**Posted Date: May 2, 2012
Deadline Date: May 31, 2012**

**SCHOOL SOCIAL WORKER ASSIGNED VACANCY CIRCULAR No. 4, (2012 – 2013) SCHOOL YEAR
(SUBJECT TO FUNDING AVAILABILITY)**

Position: School Social Worker – Early Childhood Education

Location: Various Locations - (**INTERNAL CANDIDATES ONLY**)

Eligibility Requirements:

- New York State Licensed Master Social Worker
- Master of Social Work Degree
- At least 3 years of satisfactory related professional experience
- Satisfactory rating required for current NYC DOE appointed and tenured school social workers
- Prior NYC school social work experience preferred
- Must be NYC DOE Employee with Social Worker license or certification. Preference given to NYS Licensed Social Workers

Selection Criteria:

- Demonstrated excellence in oral and written communication skills
- Demonstrated experience working with young children
- Demonstrated knowledge of the Committee on Preschool Special Education's (CPSE) referral and the Turning Five processes
- Demonstrated knowledge of developmental screenings and authentic assessments for early childhood (Pre-K to Grade 3) students
- Demonstrated understanding of supports for social and emotionally responsive classrooms
- Demonstrated knowledge of behavioral systems and practices that support students with a full range of abilities and disabilities
- Demonstrated ability to develop relationships and work collaboratively with administrators, school staff, parents/families and community representatives to develop effective systems of prevention and support to meeting the needs of children.
- Demonstrated ability to collaboratively set goals with schools/peers based on needs assessments and to implement strategies to meet those goals
- Successful experience supporting students with special needs in the least restrictive environment
- Understanding of best practices in early childhood family engagement, curriculum, instruction and assessment
- Willingness and ability to travel to school assignments in different districts
- Ability to deliver professional development to peers, teachers and community groups
- Ability to deliver engaging, informative family workshops, based on the needs of students and families
- Evidence of strong problem solving and organization skills
- Demonstrated knowledge of and ability to use Microsoft Word, Excel, Outlook and Powerpoint

Duties and Responsibilities:

- Timely submission and accurate record keeping of all documents required per Payroll School and the Office of Early Childhood Education (OECE) protocols
- Coordinate duties and collaborate effectively with the OECE Leadership, schools and families, regarding the integration of the Universal Prekindergarten program and other OECE initiatives
- Manage caseload of multiple prekindergarten to grade 3 classes across schools in a given OECE Field Office area
- Work with school based parent-focused teams to provide ongoing family engagement activities that support implementation of The New York State Prekindergarten Foundation for the Common Core and Common Core Learning Standards
- Identify needs of assigned schools, develop goals and implement strategies with the schools, in support of student achievement
- Maintain communication with Principals of assigned schools and OECE Field Office Staff around goals, progress towards meeting goals and supports needed to further the work
- Provide crisis intervention services for children and families as needed
- Identify community resources/services to support the social and emotional needs of children and their families as needed
- Conduct observations of children in the classroom and provide recommendations to teachers/families as needed. Participate in periodic observation of children to inform parents of their child's progress and to plan appropriate supports

- Provide ongoing consultation and support for teachers in the development and implementation of an educational plan for children agree to as needing additional support in collaboration with teachers and/or families. Collaborate with school staff, parents and CPSE to ensure that services are being provided to children and families as required.
- Support OECE's Universal Prekindergarten teacher professional development
- Participate in ongoing professional development provided by OECE

SALARY/HOURS: As per the UFT collective Bargaining Agreement

WORK/SCHEDULE: As per the UFT collective Bargaining Agreement

APPLICATION: Please send cover letter, rating form (if currently appointed school social worker) and resume by May 31, 2012 to:

EarlyChildhood@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

APPROVED: 

**Charles Peoples, Executive Director
Division of Human Resources & Talent**