

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

**Posted Date: September 29, 2009**

**Deadline Date: October 23, 2009**

**Teacher Assigned Vacancy Circular No. 12, 2009-2010 (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

**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) Senior Transition Specialist the Transition Teacher 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 credential, resume, and file number by October 23, 2009 to:

**Rita Philpot at**  
[NYCRSETASC@schools.nyc.gov](mailto:NYCRSETASC@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, national origin, alien, age and citizenship status, age, marital status, disability, sexual orientation, gender (sex) or prior record of arrest or convictions (except as provided by law), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation, as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, and Brooklyn, NY, 11201.

**APPROVED:** Gary Barton

**Gary Barton,**  
**Division of Human Resources**