

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

Posted Date: December 1, 2010

Deadline Date: January 5, 2011

Teacher Assigned Vacancy Circular No. 11 2010-2011

(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Coordinator of Early Intervening Services (CEIS) (Teacher Assigned A)

LOCATION: Networks throughout New York City

ELIGIBILITY: Current Appointed NYCDOE Licensed, Tenured Teacher. Special Education, Bilingual Education licenses are preferred (**INTERNAL CANDIDATES ONLY**).

POSITION SUMMARY: The CEIS's goal is to collaboratively build and manage high-impact, sustainable, strategies and programs to better meet the academic and behavioral needs of students in grades K – 12 who exhibit learning problems or difficulties in the general education environment. The effective implementation of these strategies will reduce academic and behavioral problems in the general education environment and ensure appropriate referrals to special education and related services that could be addressed with general education interventions. CEIS will also ensure that all students are most effectively serviced in a general education environment.

KEY RELATIONSHIPS: The Coordinator of Early Intervening Services reports to the Network Leader and works closely with the network team. The CEIS also works closely with school-based staff.

SELECTION CRITERIA:

- Current Appointed NYCDOE Licensed Teacher.
- Experience organizing and delivering professional development.
- Understanding of the NYCDOE's accountability tools and instructional initiatives.
- Familiarity with high school graduation requirements and post-secondary options, where appropriate.
- Strong interpersonal skills, including oral and written communication for a variety of audiences.
- Excellent organizational skills.
- Successful project management experience.
- Strong technological skills, including familiarity with Microsoft Excel, PowerPoint and Word.
- Demonstrably collaborative approach and familiarity with collaborative inquiry.
- History of proactively and strategically meeting short and long-term goals.
- Data management and analysis experience.
- Record of excellent performance in previously held positions.

DUTIES AND RESPONSIBILITIES:

- Work with network teams to create a network plan based on data that work towards meeting the CEIS program goals of reducing suspensions and ensuring appropriate referrals to special education

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- Collaboratively design and foster schools' application of research-based instructional practices, with particular emphasis on Response to Intervention (RtI) principles and practices.
- Work in partnership with their network team, school administrators and teachers.
- Collect and analyze data to assess schools' progress towards goals; based on analyses, continuously improve programming.
- Coordinate data collection and reporting with Network Leader.
- Research and prepare reports and briefings.
- Regularly visit schools and meet with teachers and school administrators.

PREFERRED:

- Experience using Response to Intervention principles and practices.
- Knowledge of effective Academic Intervention Services.
- Degree in special education, bilingual education, or literacy.

SALARY:

As per UFT Collective Bargaining Agreement

WORK SCHEDULE:

As per UFT Collective Bargaining Agreement
Monday – Friday; 8:00 AM to 4:00 PM

APPLICATIONS:

Please e-mail your resume, copy of your license, and a cover letter indicating network preference to by January 5, 2011, to:

Hector Uribe

Huribe@schools.nyc.gov

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APPROVED:

Gary Barton

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Division of Human Resources