

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

Posted Date: April 8, 2009

Deadline: May 14, 2009

Teacher Assigned A Vacancy Circular No. 20 2008 -2009

POSITION: SETRC Professional Development Specialists (Teacher Assigned A)
(SUBJECT TO FUNDING AVAILABILITY) (2 positions)

LOCATION: Community Learning Support Organization
131 Livingston Street
Brooklyn, New York City 11201

ELIGIBILITY: New York City Department of Education teacher licensed and tenured teacher.

**SELECTION
CRITERIA:**

- Masters Degree in Special Education or a related service area.
- Minimum of five (5) years experience working with students with disabilities.
- Knowledge of New York State laws relating to the provision of instruction and services to general and special education students.
- Prior experience in conducting Graduate level and/or In Service courses for professional staff.
- Skilled in researching, organizing and conducting personnel development activities.
- Ability to relate in a positive manner to staff, parents and agency personnel.
- Demonstrated ability to engage in cooperative and collaborative activities and projects.
- Ability to use computer technology, including the internet, to enhance professional development activities related to classroom instruction.
- Knowledge of New York City Department of Education instructional initiatives, mandates, curricula requirements and operational resources.
- Knowledge of high school transition programs and services.

**DUTIES AND
RESPONSIBILITIES:**

SETRC Professional Development Specialists will perform, but will not be limited to the following tasks under the direct supervision of the Special Education Administrator of the Community learning Support Organization:

- Serve as part of a team that facilitates and supports selected schools in the Community Learning Support Organization.
- Attend all mandatory SED/SETRC conferences and professional development including statewide network conferences; attend all mandatory regional SETRC trainings.
- Complete SED mandated data reports and assist in the gathering of data and writing of all required reports and/or correspondence.
- Use appropriate technological tools for the design of materials, office operations, SED reporting and electronic networking.
- Attend monthly NYC SETRC staff meetings.

HOURS: As per UFT Collective Bargaining agreement 8:00am - 4:00PM
Monday through Friday

WORK YEAR: As per UFT Collective Bargaining agreement

SALARY: As per UFT Collective Bargaining agreement

APPLICATION: Please apply in writing expressing your interest and qualifications including copies of your teaching credential, resume, and file number by: **May 14, 2009** to: **Joyce Henderson** (jhender@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, alienage 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, Brooklyn, NY, 11201.

APPROVED: *Gary Barton*

Gary Barton
Division of Human Resources