

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

Posted Date: September 10, 2012

Deadline Date: October 11, 2012

TEACHER ASSIGNED VACANCY CIRCULAR No 10 2012-2013
(SUBJECT TO BUDGET AVAILABILITY)

POSITION: (1 Position) Early Resolution Counselor **(FOR INTERNAL CANDIDATES ONLY)**

Reporting to the Director of Student Suspensions, the Early Resolution Counselor, as designee of the Chief Executive Officer of the Office of School & Youth Development, will serve as disposition officer for students suspended by the superintendent. Conduct conferences with suspended students and their parents for the purpose of providing the option of pleading no-contest to charge/s leading to suspension. The Early Resolution Counselor will provide on-going technical assistance to school personnel, parents and attorneys/advocates on suspension procedures and assist with the formal training of school staff.

LOCATION: Borough Hearing Office (TBD person could be assigned to any borough)

ELIGIBILITY: Licensed, appointed and tenured New York City Department of Education teacher.

REQUIREMENTS:

- Teacher license
- Satisfactory rating for the previous two school years
- Knowledge of suspension process as it relates to students in general and special education
- Demonstrated excellence in interpersonal and organizational skills
- Demonstrated ability to exercise initiative and independent judgment
- Demonstrated ability to communicate effectively (written and verbally)
- Excellent attendance and punctuality

QUALIFICATIONS:

- Demonstrated understanding of suspension procedures and Chancellor's Regulations pertaining to student suspensions.
- Knowledge of NYCDOE's online systems (OORS/SOHO)
- Proficient with Microsoft Office Applications (Outlook, Word, Excel)
- Demonstrated excellence in interpersonal and organizational skills
- Demonstrated excellence in verbal and written communications skills
- Commitment to continuous professional development
- Demonstrated ability to exercise initiative and independent judgment
- Experience as a high school or middle school dean preferred

DUTIES/ RESPONSIBILITIES:

- Reviews student records and charges of misbehavior to make appropriate dispositions in accordance with Chancellor's Regulation A-443 and the Citywide Standards of Discipline and Intervention Measures (Discipline Code)
- Conducts conferences with suspended students and their parents in order to review suspension procedures and provide options
- Maintains on-going communication and collaboration with the Citywide Director of Student Suspensions and Hearings, and Children's First Networks (CFNs)
- Provides on-going technical assistance to school personnel, parents and attorneys on suspension procedures and assists with training of school staff
- Assists with the preparation of reports

SALARY:

As per UFT Collective Bargaining Agreement

HOURS / WORK YEAR:

As per UFT Collective Bargaining Agreement
8:00 A.M. - 4:00 P.M. Monday through Friday.
School year plus five additional days during winter, spring or summer vacation period.

APPLICATION:

Send cover letter, resume and copy of license(s) by
October 11, 2012, to:

Seth Rosenkrantz
Director of Student Suspensions
Office of School and Youth Development (OSYD)
52 Chambers Street – Room 218
New York, NY 10007

OR

by email to: srosenk@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 1102, Brooklyn, NY, 11201.

APPROVED: _____



**Charles Peeples, Executive Director, Office of Field Services & Information
Division of Human Resources & Talent**