

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

**Posted Date: May 3, 2013
Deadline Date: May 31, 2013**

SCHOOL SOCIAL WORKER ASSIGNED VACANCY CIRCULAR No. 6, Early Childhood (2013 – 2014)
(SUBJECT TO FUNDING AVAILABILITY)

Position: School Social Worker – Early Childhood Education
(INTERNAL CANDIDATES ONLY)

Location: Various Locations

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 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) children
- Demonstrated understanding of supports for social and emotionally responsive classrooms
- Demonstrated knowledge of behavioral systems and practices that support children with a full range of abilities and disabilities
- Demonstrated ability to develop relationships and work collaboratively with administrators, school staff, parents/families and community partners 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, implement strategies to meet those goals, monitor progress to those goals, and adjust course when needed.
- Successful experience supporting children 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 children and families, with methods in place to monitor the effectiveness of the content presented and the delivery of the presentation.
- Evidence of strong presentation skills, critical thinking, problem solving and organization skills
- Demonstrated knowledge of and ability to use Microsoft Word, Excel, Outlook and PowerPoint

Duties and Responsibilities:

- Identify needs of assigned schools, develop goals and implement strategies with the schools, in support of student achievement
- Manage caseload of multiple prekindergarten to grade 3 classes across schools in a given OECE Field Office area
- Coordinate duties and collaborate effectively with the OECE Leadership, schools and families, regarding the integration of the Universal Prekindergarten program and other OECE initiatives
- Support teachers in the classroom to implement practices that promote the social and emotional development of children as per the New York State Foundation for the Prekindergarten Common Core Learning Standards; ensure that children make progress toward the learning standards, especially in the Social and Emotional and Approaches to Learning Domains.
- Develop and implement family engagement activities that support build the skills and knowledge of parents and families so that they can be better positioned to support their children's learning in and out of the classroom.
- Work with school-based teams to create a welcoming environment for families where expectations are shared and decisions are made jointly with families, effective ongoing communications with families is fostered, there are clear guidelines and processes for transitioning children and families into and out of the pre-k year, teachers are effectively extending learning to the home.
- Ensure strong linkages with the schools are made with Community-Based Organization Pre-Ks that typically have their children enter Kindergarten at assigned schools. Foster relationships with other Community Partners to ensure smooth transitions for children entering pre-kindergarten/kindergarten in the assigned schools.
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 Social Worker professional development provided by OECE
- Timely submission and accurate record keeping of all documents required per Payroll School and the Office of Early Childhood Education (OECE) protocols. This includes, but is not limited to, timesheets, logs, parent workshop summaries, etc.

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, 2013** to:

EarlyChildhood@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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APPROVED: 
Charles Peebles, Executive Director, Office of Field & Information Services
Division of Human Resources & Talent