

**THE NEW YORK CITY DEPARTMENT OF EDUCATION**

**DIVISION OF HUMAN RESOURCES**

**65 COURT STREET**

**BROOKLYN, NY 11201**

**Posted Date: May 30, 2014**

**Deadline Date: June 26, 2014**

**TEACHER ASSIGNED VACANCY CIRCULAR NO. 14 2014-2015**

**(SUBJECT TO FUNDING AVAILABILITY)**

**POSITION:** Speech and Language Coordinator (1 position)

**LOCATION:** Office of Related Services: Speech-Language Therapy  
28-11 Queens Plaza North, Room 500  
Long Island City, NY 11101

**ELIGIBILITY:**

- Current NYC D.O.E licensed, appointed and tenured Teacher of Speech Improvement
- Must hold an SLP license issued by the NYS Department of Education Office of Professions
- Minimum five years' experience providing Speech services in a NYC school based setting
- Satisfactory ratings required for last three school years (2012-14)
- Satisfactory record of attendance
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**SELECTION CRITERIA:**

- Ability to manage and multi-task several ongoing projects
- Experience in and knowledge of a variety of standardized and non-standardized assessments
- Satisfactory experience in completing dynamic assessments
- Strong organization and time management skills
- Demonstrated knowledge of implementation of RTI strategies and interventions
- Demonstrated ability to articulate relationship between speech and language skills and academic outcomes
- Strong interpersonal skills necessary to collaborate with school administration, CSE staff School Based CSE Team and other staff as necessary.
- Demonstrated ability to review evaluation recommendations with families and present information in parent friendly language
- Submission of sample parent communications, such as: participation in parent meetings/workshops, or parent letters.

- Proficiency in the use of NYC D.O.E systems to track students, including: SESIS, Microsoft Office (Outlook, Excel, Word, etc.) and other web based systems ability to manage large data sets

**PREFERRED CRITERIA:**

- Preference will be given to employees currently working in Districts 1-32.

**DUTIES/RESPONSIBILITIES:**

- Collaborate with school teams to schedule Speech and Language Evaluations
- Follow up with re-scheduling evaluations as needed
- Liaise with evaluators to ensure evaluations are completed in a timely manner
- Provide daily, weekly and monthly reports as needed.
- Track number of evaluations requested and outcomes
- Participate in the development of quality assurance measures
- Review evaluation reports to maintain quality assurance and appropriate school based recommendations.
- Ensure all IEP and related documents are completed and entered into SESIS
- Suggest school based RTI strategies to school staff based on evaluation findings
- Liaise with both Impartial Hearing Order and Impartial Hearing Implementation Units
- Testify as part of the Impartial Hearing process as needed
- Liaise with Supervisors of Speech

**SALARY:** As per collective Bargaining Agreement

**WORK SCHEDULE:** Five days a week (Teacher Assigned A Schedule)

**APPLICATION INSTRUCTIONS:** Send cover letter and resume via **EMAIL ONLY** to Toscano, Director of Speech-Language Therapy at [jtoscan@schools.nyc.gov](mailto:jtoscan@schools.nyc.gov) , by **June 26, 2014**

**AN EQUAL OPPORTUNITY EMPLOYER**

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**APPROVED:** \_\_\_\_\_

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