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

**Posted Date: December 17, 2007**
**Deadline: January 24, 2008**

## Teacher Assigned A Vacancy Circular # 12, 2007 -2008

POSITION: SETRC PROFESSIONAL DEVELOPMENT SPECIALISTS
**EMPOWERMENT SUPPORT ORGANIZATION**

LOCATION: TBA

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.

DUTIES AND RESPONSIBILITIES: SETRC Professional Development Specialists will perform, but will not be limited to the following tasks under the direct supervision of the designee of the School Support Organization:

- Serve as part of a team that facilitates and supports the SSO professional development components, Quality Improvement/ Focus Review planning and activities, as well as DOE Special Education Initiatives.
- 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.

**SALARY:** As per collective bargaining agreement

**WORK SCHEDULE:** **Teacher Assigned A**, as per collective bargaining agreement

**APPLICATION:** Send letter of application and resume no later than : **January 24, 2008 to:**
Jaymar Beltran
52 Chamber Street, Room 205
New York, NY 10007.
JBeltran2@schools.nyc.gov

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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, and Brooklyn, NY, 11201.

APPROVED: Gary Barton
Gary Barton
Division of Human Resources

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