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Chancellor

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Division of Students with Disabilities and English Language Learners

NEW YORK CITY DEPARTMENT OF EDUCATION  
OFFICE OF THE CHANCELLOR  
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**Date: October 6, 2010**

**2010-2011**

## **VACANCY CIRCULAR**

Please Post

**Position:** Special Education Lead Teacher

**Number of Positions:** 5

**Location:**

<b>08X375</b>	The Bronx Mathematics Preparatory
<b>18K 566</b>	Brooklyn Generation School
<b>18K581</b>	East Flatbush Community Research School
<b>18K 598</b>	Middle School for Marketing and Legal Studies
<b>31R 061</b>	William A Morris

**Eligibility Requirements:**

- Three years minimum of satisfactory special education teaching experience.
- Appropriate New York City Special Education License and/or New York State Certificate.
- Proven ability to work successfully with students who have the greatest needs.
- Demonstrated outstanding classroom teaching ability.
- Effective written and oral communication skills.
- Ability to work cooperatively and effectively with other professional staff members.
- Evidence of professional growth.
- Commitment to and evidence of improving instructional outcomes of students with disabilities.
- Excellent record of attendance and punctuality.
- Knowledge of standards, assessments, and curriculum.
- Satisfactory rating.

**Selection Process:**

Selection will take place in a two-stage process. First, selections will be made by the Central Personnel Committee. The Central Committee will be composed of four representatives of the Regional Superintendent/CEO of Empowerment Schools, two UFT representatives, and two parent representatives. In the second stage, each participating school will establish its own personnel committee, made up of the principal, administration representatives, staff representatives, and parent representatives, with a majority of teachers. This committee will make selections from the pool selected by the Central Personnel Committee. Applicant must submit appropriate material, including:

- Resume demonstrating applicant's professional record of achievements.
- School-based personnel committee selects from Centrally identified pool of candidates.
- Interviews of selected applicants are held by School Personnel Committees.

**Duties and Responsibilities:**

The Special Education Lead Teacher, half-time in the classroom and half-time providing professional development support to other teachers, will play a variety of roles within the school that are linked to departmental and school priorities, and will work closely with the Literacy and Math coaches. The two essential roles include:

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- Lead Teacher's classroom serves as a lab for best practices and for demonstrating new pedagogical strategies and curriculum. This role includes several steps: pre-planning discussion with other teachers, demonstration of lesson, and de-briefing.
- Lead Special Education Teacher supports the professional development of other teachers working with students with disabilities either by grade(s) or subject area. This could include:
  - Leading study groups around standards, assessments, and instruction.
  - Assisting teachers in setting goals for their professional development.
  - Serving as a "critical friend" to colleagues by providing coaching and feedback.
  - Facilitating regular grade-level or subject-area planning meetings.
  - Leading action research project with other teachers.
  - Working closely with other staff providing professional development.
  - Building trust and collegiality among teachers.

**Salary:** As per UFT Bargaining Agreement, with \$10,710 in additional pensionable compensation.

**Hours:** Initial assignment from September 7, 2010 through the 2010-2011 school year. As per UFT Bargaining Agreement, with five weekdays of training prior to the start of school, and four hours of training per month outside of normal school hours.

**Deadline for Applying:** November 5, 2010

**Send Resume, Cover Letter and other pertinent materials to:**

**Bracha Kaplan**  
**Senior Special Education Instructional Specialist**  
**NYC Department of Education –Division of Students with Disabilities and ELLs**  
**1780 Ocean Avenue**  
**Brooklyn, NY 11230**  
**Or Email: [bkaplan2@schools.nyc.gov](mailto:bkaplan2@schools.nyc.gov)**

### AN EQUAL OPPORTUNITY EMPLOYER

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**Approved:** *Gary Barton*  
**Gary Barton**  
**Division of Human Resources**