

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

POSTED DATE: March 28, 2012

DEADLINE : May 2, 2012

SCHOOL SOCIAL WORKER VACANCY CIRCULAR NO. 4 (2011-2012) SCHOOL YEAR

(SUBJECT TO FUNDING AVAILABILITY)

**POSITION: 1 School Social Worker- CSE 7
THIS IS A MONOLINGUAL/BILINGUAL TEAM**

**LOCATION: Committee on Special Education 7
715 Ocean Terrace
Staten Island, New York 10301**

SELECTION CRITERIA:

- Regularly appointed and tenured;
- Three years experience on a School Assessment Team;
- Knowledge of continuum of services, Regulations of the Commissioner, Chancellor's Regulations and Jose P. Issues;
- Ability to communicate with parents, agencies and school personnel; and
- Satisfactory rating.

If there are insufficient applicants who are regularly appointed and tenured then applicants may be selected using the following cascade:

1. Regularly appointed and tenured with less than 3 years SBST experience.
2. Regularly appointed and not tenured.

These are three year positions. Exiting School Social Workers may re-apply for these positions and be selected for the positions or apply for cluster vacancies posted in the Open Market Hiring System.

DUTIES AND RESPONSIBILITIES:

- Conduct Social Histories including due process rights and classroom observations, prepare written reports and develop IEPs for school aged students with disabilities and/or suspected of being disabled. These may include but are not limited to: students attending non-public schools, parochial schools and charter schools, etc.
- Participate in these activities at CSE and/or at the non-public, parochial or charter school.
- Represent the Department at Mediation sessions and Impartial Due Process Hearings.
- Coordinate CSE activities with various Department of Education offices, non-public schools and other agencies.
- Serve as a resource to school staff, parents and agencies.

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SCHOOL SOCIAL WORKER VACANCY CIRCULAR NO. 4 2011-2012 SCHOOL YEAR

SALARY/HOURS: As per the UFT collective Bargaining Agreement

WORK/YEAR: As per the UFT collective Bargaining Agreement

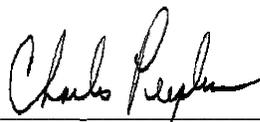
APPLICATION: Please send cover letter and resume to:

Claire Donnellan, CSE 7 Chairperson
715 Ocean Terrace
Staten Island, New York 10301

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

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, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

APPROVED:



Charles Peeples, Executive Director
Division of Human Resources & Talent