



Department of Education

Dennis M. Walcott, Chancellor

DISTRICT 75 – CITYWIDE SPECIAL EDUCATION

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DISTRICT 75 VACANCY CIRCULAR # 13, 2013 -2014 School Year

Posted: 9-30-2013
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POSITION: UFT Paraprofessional Travel Trainer

LOCATION: Various locations throughout the five boroughs

OVERVIEW: Travel Training is a program/service that establishes a one-to-one relationship between a paraprofessional travel trainer and a student with a disability. The primary purpose of this one-to-one relationship is to teach the student how to travel safely and independently on public transportation. As a travel trainer you will spend much of your time on buses, subways, and in the streets, teaching a student the skills and behaviors necessary for safe and independent travel. Travel Training teachers are responsible for travel training activities in specific geographic areas/schools and set up, coordinate and follow through on each assignment that is given to the travel training paraprofessional. As a city-wide program, Travel Training assignments cover all five (5) boroughs. Travel trainers may be re-assigned to sites throughout the city based on students' needs.

ELIGIBILITY:

- Currently serving as a full-time Paraprofessional in the New York City Department of Education

QUALIFICATIONS:

- ability to handle physical demands of position: climbing stairs, using all modes of public transit, and walking distances of up to 1 mile
- oral and written communication skills
- ability to work flexible hours
- willing to enter students' homes
- exchange of home telephone numbers

DUTIES AND RESPONSIBILITIES:

- teaching students skills and behaviors to travel safely and independently on public transportation from home to school/work-site and back
- following other travel trainers' students as a post-assessment of safe and independent travel
- maintaining close contact with students' families
- maintaining appropriate documentation and reports
- providing pre-travel lessons to students as preparation for travel training
- carrying Department of Education identification at all times
- carrying extra change/metrocards and necessary telephone numbers at all times
- following Travel Training procedures and practices

Note All policies and practices concerning Travel Training are determined by the policies and practices of the New York City Department of Education, District 75, and the needs of the students and their families.

WORK YEAR: School Year - September thru June

HOURS: As per UFT Collective Bargaining Agreement

SALARY: As per UFT Collective Bargaining Agreement

APPLICATION: Submit a cover letter and resume by Friday **October 11, 2013** to:

Ms. Peggy Groce, Director of Travel Training
400 First Avenue – Room 47
New York, New York 10010
Fax: (212) 802-1527
mgroce@schools.nyc.gov

APPROVED: Catherine Annirati
Director of Human Resources

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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