

DISTRICT 75 TEACHER VACANCY CIRCULAR # 14 2013 - 2014

PLEASE POST

(Position Subject to Budget Availability)

Position: District 75 SESIS IEP/Related Services Compliance Coach (One position)

Location: District 75 Schools and District 75 Office
400 First Avenue
New York, NY 10010

Eligibility: Appointed, tenured teacher with valid New York City Department of Education license in Special Education, with a minimum of 5 years satisfactory teaching experience.

Selection Criteria:

Candidates must have:

- Excellent interpersonal skills and written communication skills
- Record of excellent attendance
- Demonstrated knowledge of the Annual Review process, IEP development and IEP compliance including related services
- Demonstrated knowledge of SESIS, SEC, CAP, ATS
- Experience in serving as a resource to school based staff, including administrators, relative to students with disabilities and facilitating related services provision
- Knowledgeable about New York City Department of Education instructional priorities.
- Familiar with New York State laws relating to the provision of instruction and services to general and special education students.
- Demonstrated knowledge of understanding IEP Goals and objectives for students in both alternate and standardized assessment programs as well as the manner this impacts on related services
- Demonstrated knowledge of Microsoft Power Point, Excel, Word

Duties and Responsibilities:

- Collaborate with others in the facilitation and coordination of District 75 SESIS/IEP Mandates
- Work with school-based administrators, contracted agency administrators, independent agency administrators and non-DOE related services providers to ensure the provision of services to all eligible students as required by State mandates
- Provide direct technical assistance to individual schools to identify improvement activities to increase compliance in accordance with Jose P.
- Provide and develop Resource Guides for schools consistent with DOE policy
- Provide district wide training to school staff regarding best practices to improve compliance
- Provide technical assistance to schools on use of student data to improve timely provision of related services
- Provide technical assistance to schools, agencies and providers to ensure related service providers can bill for services rendered
- Provide support to other staff in the office with trouble-shooting issues that impede contracting out or billing of services rendered by a non-DOE provider
- Provide assistance regarding workshops and technical assistance to schools related service liaisons
- Ability to travel to District 75 schools across all boroughs as needed

Work Hours: 8:30 a.m. – 3:20 p.m., Monday thru Friday

Salary and Work Year: As per UFT Collective Bargaining Agreement

Application: Send cover letter and resume by Tuesday, December, 3, 2013 to:

Maria Leo, Director
Related Services/Compliance/Initiatives
400 First Avenue Rm. 558
New York, NY 10010
Or, by e-mail to:
MLEo2@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED:

Catherine Ammirati
Catherine Ammirati
Director of Human Resources