

POSTING DATE: July 25, 2011
FILING DATE: August 5, 2011

DISTRICT 75 TEACHER VACANCY CIRCULAR # 1 2011 - 2012

PLEASE POST

(Position Subject to Budget Availability)

Position: District 75 SESIS/IEP 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 and IEP development
- Demonstrated knowledge of SESIS
- Experience in serving as a resource to school based staff, including administrators, relative to students with disabilities and the development of Individualized Educational Programs
- 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 writing IEP Goals and objectives for students in both alternate and standardized assessment programs

Duties and Responsibilities:

- Collaborate with others in the planning, facilitation and coordination of District 75 SESIS/IEP Professional Development for New Teachers, Special Education teachers, Parents and school administrators
- Work with school-based administrators and pedagogues 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 with the Annual Review Process, inclusive of ensurance of participation of school based staff and as appropriate students in the annual Review and ensurance of compliance with Chapter 408
- Provide and develop Resource Guides for schools, parents and students related to special education, consistent with federal and state law, regulations and policy
- Provide district wide training to school staff and parents on the development of IEPs that will enable students with disabilities to meet their measurable goals
- Provide technical assistance on use of student data to inform IEP development
- Provide technical assistance to schools on transition planning and behavior intervention planning as part of the Annual Review process
- Provide technical assistance to schools and IEP teams on Chancellor's Regulation A-501 and the IEP
- Provide SESIS workshops and technical assistance to schools
- Maintain and submit written logs and participate in district-based and/or Central DOE professional development and staff meetings
- Ability to travel to District 75 schools across all boroughs

Work Hours: 8:10 a.m. – 3:00 p.m., Monday thru Friday

Salary and Work Year: As per UFT Collective Bargaining Agreement

Application: Send cover letter and resume by Friday, August 5, 2011 to:

Kathleen LeFevre, Director
District 75 Office of Curriculum and Instruction
400 First Avenue Rm. 60
New York, NY 10010
Or, by e-mail to:
Klefevr@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED:

Roberto E. Tillman
Roberto E. Tillman
Director of Operations