

**GARY HECHT**

Superintendent

**BARBARA JOSEPH**

Deputy Superintendent

**HELEN KAUFMAN**

Deputy Administrative Superintendent

**ROBERTO E. TILLMAN**

Director of Operations

**DISTRICT 75 VACANCY CIRCULAR # 9, 2011-2012 School Year**

**Posted: 10-3-2011**

**Filing Date: 10-14-2011**

**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, actually 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: working outside in all weather conditions, extensive standing, stair climbing, use 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:**

**Skills and behaviors you will be training students in include:**

- organizing and carrying belongings for travel
- crossing streets safely and efficiently
- knowing destination and route to destination
- selecting correct buses/subways
- paying fare/using fare-paying devices
- boarding/exiting transit vehicles efficiently and safely
- maintaining appropriate social/public behaviors
- using telephones (public/cell)
- handling interactions with strangers appropriately
- knowing when to request assistance
- identifying and using appropriate community workers to obtain assistance
- identifying and following environmental signs and cues
- following directions

**Other significant work responsibilities include:**

- following other travel trainers' students
- maintaining close contact with students' families
- maintaining appropriate documentation and reports
- carrying Department of Education identification at all times
- carrying extra change/metrocards and necessary telephone numbers at all times
- providing pre-travel lessons to students as preparation for travel training

**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 14, 2011** 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](mailto:mgroce@schools.nyc.gov)

**APPROVED:** Catherine Ammirati  
Director of Human Resources

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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