

SAMPLE

Letterhead

Posted Date:
Deadline:

COMMITTEE ON SPECIAL EDUCATION POSTING CSE _____

POSITIONS AND TERMS: **Committee on Special Education Team Members
Social Workers and Psychologists**

THIS IS A MONOLINGUAL (or Bilingual) TEAM
TERM ENDING June 2012

LOCATION: Committee on Special Education
PUT IN ADDRESS

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 Psychologists and 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.

If there are insufficient numbers of applicants, the vacancy will be advertised on the Open Market Hiring Plan.

DUTIES AND RESPONSIBILITIES:

- Conduct assessments 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.

APPLICATION:

Send letter of application and resume by _____ stating how you meet the selection criteria to:

CSE Chairperson
ADDRESS

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

APPROVED:

ISC Director of Special Education