

SAMPLE

Letterhead

Posted Date:
Deadline:

TEACHER CIRCULAR # _____, 2009-2010

POSITIONS:

Anticipated Positions Contingent Upon Funding

- _____ Teacher of Special Education positions in the ISC Committees on Special Education to participate as the special education teacher at IEP meetings of students suspected of or identified as having a disability attending non-public, parochial, charter or public schools.
- _____ Teacher of the Blind and Partially Sighted/ Teachers of Deaf and Hearing Impaired positions in the ISC Committees on Special Education to participate as the special education teacher at IEP meetings of students suspected of or identified as having a vision or hearing disability.

ELIGIBILITY:

- Certified Teacher of Special Education and current employment with the Department of Education.
- Certified Teacher of Blind and Partially Sighted/Teacher of the Deaf and Hearing Impaired and current employment with the NYC Department of Education.

SELECTION CRITERIA:

- Knowledge of the Special Education Continuum of Services, Regulations of the Commissioner, Chancellor's Regulations and Department policy. For Teachers of the Blind and Partially Sighted/Teachers of Deaf and Hearing Impaired, priority of assignment for applicants with Braille and signing expertise.
- Ability to communicate with parents, agencies and school personnel; and
- Satisfactory ratings for the past two years
- Satisfactory attendance and punctuality.

DUTIES AND RESPONSIBILITIES:

- Observe students in classrooms and participate in IEP meetings for students suspected of or identified as being disabled. These include students attending non-public schools, parochial schools, charter schools and public schools.
- Participate in these activities at the CSE, non-public, parochial, charter and/or public schools.

WORK YEAR/WORK HOURS:

Teacher Assigned "A."

These are one year positions.

All positions will be advertised each Spring. Exiting teachers may re-apply for these positions and be granted the position only in the absence of all other qualified applicants.

ANTICIPATED WORK LOCATIONS:

Note: Selected applicants may be assigned to current CSEs. It is anticipated, however, that team members will spend the majority of their time in non public school, parochial and charter schools in the duties and responsibilities listed above.

List work location(s)

Send letter of application and resume stating your interest and eligibility and your preference(s) of location by _____ to:

Attn: CSE Team Member

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

APPROVED:

Deputy Executive Director, Special Education