



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

SCHOOL PROGRAMS & SUPPORT SERVICES

52 Chambers Street, Room 220 · New York, NY 10007

MEMORANDUM

May 14, 2003

TO: Superintendents

FROM: Linda Wernikoff
Deputy Superintendent, Special Education Initiatives

SUBJECT: Program Preference for Special Education Teacher Support Services (SETSS) and Collaborative Team Teaching

Please find enclosed sample special education postings for Special Education Teacher Support Services and Collaborative Team Teaching assignments. Each spring, these postings detailing specifics of Collaborative Team Teaching assignments and vacancies in SETSS positions for the ensuing school year must be distributed as part of the program preference process for teachers. In addition, as vacancies occur in these areas during the school year, they must be posted utilizing the same procedures.

Please note that the posting for Collaborative Team Teaching is a school-wide posting only. SETSS vacancies, however, must be posted in the school first and then in the superintendency, if there are no qualified regularly appointed applicants in the school.

These postings emanate from negotiations between the Department of Education and the United Federation of Teachers and must be implemented this spring for assignments beginning in September, 2003. Thank you.

LW:jc

c: Diana Lam
Daniel McCray
Dan Weisberg
District Administrators of Special Education
High School Executive Assistants, Special Education

Teacher Vacancy Circular

date

Please Post

ANTICIPATED POSITIONS FOR SCHOOL YEAR 2003-2004POSITION(S):Special Education Teacher Support Services (SETSS)
Provider (number of positions)LOCATION:ELIGIBILITY:

- Regularly appointed or certified staff who hold a NYCDOE special education license or NYS certification in special education or 24 credits in special education with any regular NYCDOE regular license.
- One year of New York City Public School self-contained special education classroom or resource room experience.
- Satisfactory rating for last three years.

SELECTION CRITERIA:Priority of assignment will be given to resource room teachers.
In the absence of former resource room teachers:

- Vacancies for SETSS positions will be advertised within the school.
- If there are no qualified regularly appointed applicants, the position will be advertised in the community school district or high school superintendency.
- If no regularly appointed qualified teacher applies for the position, it will be offered to a qualified substitute in the school who applies before filling it with a qualified substitute from outside the school.
- Demonstrated willingness and ability to employ a range of instructional methodologies to teach diverse learners.

Certificate holders will not be deemed to have retention to the position and may be replaced by regularly appointed staff with the required credentials at the next reorganization period.

DUTIES AND RESPONSIBILITIES:

Special Education Teacher Support Services (SETSS) teacher provides specially designed and/or supplemental instruction to support the participation of a student with disabilities in the general education classroom. The teacher also provides consultation to the student's general education teacher which focuses on modifying the learning environment and/or curriculum to meet the needs of the student in the general education classroom.

SALARY:

As per collective bargaining agreement

WORK SCHEDULE:

As per collective bargaining agreement

APPLICATION:

Please apply to the building principal in writing expressing your interest and qualifications including copies of your teaching credentials and file number by May , 2003.

Approved:

 Principal

School Letterhead

Teacher Vacancy Circular

date

Please Post

ANTICIPATED POSITIONS FOR SCHOOL YEAR

POSITION(S):

Special Education Teacher and/or General Education Teacher to serve in a Full-time (or part-time) Collaborative Team Teaching Class.

GRADE LEVEL:

(SUBJECT AREA)

(for general education teacher for High School and Middle School)

LOCATION:

ELIGIBILITY:

For Special Education Teacher, valid NYC Department of Education license or NYS certificate as a Teacher of Special Education.

For General Education Teacher, valid NYC Department of Education license as Teacher of Common Branches, Subject Area or other appropriate general education license or NYS certificate.

Satisfactory rating for last 3 years.

SELECTION CRITERIA:

Experience and/or demonstrated willingness and ability to work collaboratively including co-teaching, joint planning and employing a range of instructional methodologies to effectively teach diverse learners in a single class.

In the absence of volunteers, the least senior qualified appointed teacher or a holder of NYS certification in the school may be assigned to the position.

DUTIES AND RESPONSIBILITIES:

The Collaborative Team Teaching Class consists of one special education teacher and one general education teacher. They team-teach, co-plan lessons, activities and projects that incorporate all learning modalities. Equally, they carry out instruction employing a range of instructional methodologies.

Collaborative Team Teaching classes adhere to general education class size limits and may not exceed 40% of students with Individualized Education Programs (IEPs).

SALARY:

As per collective bargaining agreement

WORK SCHEDULE:

As per collective bargaining agreement

APPLICATION:

Please apply to the building principal in writing expressing your interest and qualifications including copies of your teaching credentials and file number by May , 2003.

Approved:

Principal