

District 75/Citywide Programs
400 First Avenue
New York City, New York 10010

Post Date: December 19, 2011
Deadline: January 20, 2012

District 75 Per Session Vacancy Circular # 20, 2011-2012

This per-session assignment is subject to funding availability

POSITION: STEP Ahead program Developer (up to 3 positions)

LOCATION: District Office
400 1st Avenue
New York, NY 10010

ELIGIBILITY: N.Y.C. Department of Education regularly licensed District 75 Teacher

SELECTION CRITERIA:

- Familiarity with the New York State Learning Standards for Career Development and Occupational Studies (CDOS), Common Core College & Career Readiness Standards, Secretary's Commission on Achieving Necessary Skills (SCANS Skills)
- Knowledge of Transition Services and Transition planning activities to facilitate postsecondary planning
- Knowledge of and ability to administer and interpret pre/post vocational assessments.
- Knowledge of methods for providing work-based and other community-based education for students with special needs.
- Knowledge of job seeking and job retention skills identified by employers as essential for successful employment
- Knowledge of methods and strategies for increasing students', families' and staff knowledge and skills about transition-related issues and topics, including transition-focused educational program development.
- Knowledge of transition planning strategies that facilitate information collection and input from appropriate participants.
- Ability to meet established deadlines
- Willingness to travel to participating STEP Ahead schools, as needed
- Interest in developing work based learning curricula and activities
- Satisfactory written and oral communication skills
- Satisfactory attendance and punctuality

DUTIES AND RESPONSIBILITIES:

- Plan and facilitate all STEP Ahead planning and debriefing meetings
- Develop CTE and College and Career Readiness curricula materials
- Provide ongoing on-site and off-site support to students, staff and administrators at participating STEP Ahead schools
- Develop and demonstrate procedures to ensure the inclusion of specific transition-related goals in the educational program plan
- Develop and Administer pre/post vocational assessments as needed
- Provide guidance on transition data collection and reporting methods to schools
- Compile District wide program data
- Develop and facilitate professional development workshop sessions on career education and planning and age appropriate transition assessments, as needed

HOURS: Select weekdays (TBD) from 3:15 p.m. to no later than 7:00 p.m. (up to 80 total hrs)

SALARY: Commensurate with Collective Bargaining Agreement

APPLICATION: Submit cover letter, resume, and an application for per session employment (OP 175) which is available on-line and in the schools, by **January 20, 2011**, to:
Kathleen LeFevre, Director
Curriculum and Instruction
District 75/Citywide Programs
400 First Avenue
New York, New York 10010

Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. **Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.**

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: **Roberto E. Tillman**
Roberto E. Tillman
Director of Operations