

**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 # 21, 2011-2012

This per-session assignment is subject to funding availability

POSITION: **STEP Ahead program School Social Worker (1 position)**

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

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

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 strategies for involving students and families in all levels of collaborative education and transition program planning and evaluation
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 Positive Behavior Intervention Systems
- 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
- Satisfactory written and oral communication skills
- Satisfactory attendance and punctuality

DUTIES AND RESPONSIBILITIES:

- Develop and provide information to families and students about post secondary readiness, transition-related education and services and post-school options
- Demonstrate procedures for student and family involvement in the post-school transition process
- Develop and facilitate social skills and social emotional learning activities
- Provide ongoing on-site and off-site support to students, staff and administrators at participating STEP Ahead schools
- 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 monitor the implementation of positive behavior protocols and strategies
- Engage in parent and/or student outreach as needed
- Develop coordinated interagency strategies to collect, share and use student assessment data with appropriate input and authorization of students and families
- Assess and use student support systems to facilitate college and career readiness

HOURS: Select weekdays (TBD) from 3:15 p.m. to no later than 7:00 p.m. (up to 100 hrs)

SALARY: Commensurate with Collective Bargaining Agreement

APPLICATION: Submit cover letter and an application for per session employment (OP 175) which is available in the schools, by **January 20, 2012** to:
Kathleen LeFevre, Director of 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