



April 2023

**MEMORANDUM**

TO: Occupational Therapists, Physical Therapists and Speech Teachers Working in Non-D75 Schools Employed by the New York City Department of Education

FROM: Office of Related Services

SUBJECT: Application for the Center for Assistive Technology for the 2023-2024 School-Year

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The NYC DOE Office of Related Services (ORS), Center for Assistive Technology (CAT) Team provides evaluations, trainings, recommendations and related support of Assistive Technology for students with disabilities in New York City Department of Education school programs. CAT members share information and provide professional development for administrators, students, parents, teachers, paraprofessionals and related service providers. CAT Team members also provide specialized support to schools, Borough Citywide Offices (BCO's) and Committees on Special Education (CSEs).

At this time, the Office of Related Services (ORS) is surveying the current staff of Occupational Therapists, Physical Therapists and Speech Teachers who are presently assigned to school sites for recruitment into the New York City Department of Education's Center for Assistive Technology ([CAT] in-house title) Team for the 2023- 2024 school-year. CAT Team participants from the 2022-2023 school-year must also re-apply for the 2023-2024 school-year if they wish to remain team participants. A two-year commitment (new applicants only) to the team is required.

- *OT and PT Therapists will be selected for the duration of the ten-month school year (September through June). A payment of \$1,000 will be provided by the New York City Department of Education to each OT/PT Evaluator who has fulfilled his/her commitment at the end of the school year.*

Please note that no prior technology experience is required. We are seeking DOE therapists who are comfortable with technology, have strong evaluation and writing skills, are willing to be trained, and can travel to locations in all boroughs based on need.

**DOE CAT Team Evaluator: School-Year 2023-2024**

This position requires therapists to conduct assistive technology evaluations, trainings, implementation support, prepare loaner equipment, adapt curriculum, and/or provide professional development activities at schools, district offices, central offices, CSEs or other sites, in all boroughs (as needed) for a minimum of 2 days a week. *Only full-time therapists may apply.* OT/PT's will receive additional compensation. *Evaluators are expected to travel to any/all boroughs based on need.*

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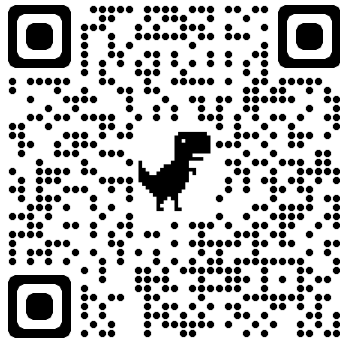
**QUALIFICATIONS:**

Therapists must have at least three (3) years of full-time experience as an Occupational Therapist, Physical Therapist or Speech Teacher. At least two (2) years of this experience with the New York City Department of Education is preferred.

**HOW TO APPLY:**

To be considered for the Center for Assistive Technology Team, OT/PT/SP Therapists/Teachers must submit the items listed below via this [CAT Team Application Form Link](#) or scan QR Code below by end of day May 26, 2023.

\*If you are having difficulties with attaching required items to the MS Form, please complete the application form and send attachments via **email** to: [CATPostings@NYCDOEonmicrosoft.com](mailto:CATPostings@NYCDOEonmicrosoft.com) with 'SUBJECT: CAT Team 2023-2024 Application'



**Submit:**

1. Completed Application via the [CAT Team Application Form Link](#) (or QR Code above)
2. Two (2) samples of written reports from the current school year, (for example; a Clinical Guide, triennial report or OT/PT/Speech evaluation/progress report). Note: Please remember to edit out personal information. \*Submit as an upload into the above online Form application.
3. New applicants: A letter of recommendation from a principal, supervisor, assistant principal, unit coordinator, teacher, etc. who has worked with you in a professional capacity. \*Submit as an upload into the above online Form application.

**\*\*Current CAT Team members who wish to re-apply are required to submit only *number 1* above\*\***

Please note that emailed, faxed or mailed submissions will not be accepted. All applicants will be notified regarding their selection to participate as a DOE CAT Team Evaluator. If you have any questions, please send an email to [CATPostings@NYCDOE.onmicrosoft.com](mailto:CATPostings@NYCDOE.onmicrosoft.com) with Subject: Questions re: CAT Team 2023-2024 Application.



