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TEACHER VACANCY CIRCULAR NO 6 CSET COORDINATOR 2023 2024

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 Posted Date: May 12, 2023

Deadline:

Jun 9, 2023

 28-11 QUEENS PLAZA NORTH ROOM 500, LONG ISLAND, New York United States
QUEENS

Job Details

(SUBJECT TO FUNDING AVAILABILITY)

POSITION:

Speech and Language Coordinator

LOCATION:

Office of Related Services: Speech-Language Therapy



28-11 Queens Plaza North, Room 500

Long Island City, NY 11101


ELIGIBILITY:

- Current NYC DOE licensed, appointed, and tenured Teacher of Speech Improvement



- Must hold an SLP license issued by the NYS Public Schools Office of Professions  
- Minimum five years' experience providing Speech services in a NYC school based setting
- Satisfactory ratings required for last three school years (2020-2023)
- Satisfactory record of attendance
- Satisfactory performance with professional responsibilities such as contemporaneous EA entries

SELECTION CRITERIA:

- Ability to manage and multi-task several ongoing projects
- Experience in and knowledge of a variety of standardized and non-standardized measures
- Satisfactory experience in best practices related to dynamic assessments
- Strong knowledge regarding how to conduct a comprehensive speech and language assessment that meets the needs of culturally and linguistically diverse needs of students
- Demonstrate knowledge of a comprehensive evaluation process
- Demonstrate knowledge of how to assess language underpinnings as it relates to literacy development
- Strong organization and time management skills
- Demonstrated knowledge of implementation of MTSS, including Rtl strategies and interventions
- Demonstrated ability to articulate relationship between speech and language skills and academic outcomes
- Strong interpersonal skills necessary to collaborate with school administration, CSE staff, School Based CSE Team and other staff as necessary
- Demonstrated ability to review evaluation recommendations with families and present information in parent friendly language
- Submission of sample parent communications, such as: participation in parent meetings/workshops, or parent letters.
- Proficiency in the use of NYC DOE systems to track students, including: SESIS, Microsoft Office (Outlook, Excel, Word, etc.), and other web-based systems 

ability to manage large data sets

- Preference may be given to a SLP with a bilingual extension

DUTIES/RESPONSIBILITIES:

- Reporting to designated Manager of Speech Services, the CSET Coordinator will perform the following duties and responsibilities:
- Collaborate with school teams to schedule Speech and Language Evaluations
- Review recommended language of assessment and coordinate with teams to ensure appropriateness.
- Assign cases to Speech and Language Evaluators
- Follow up with re-scheduling evaluations as needed
- Liaise with evaluators to ensure evaluations are completed in a timely manner
- Provide daily, weekly and monthly reports as needed
- Track number of evaluations requested and outcomes
- Participate in the development of quality assurance measures
- Review evaluation reports to maintain quality assurance and appropriate school based recommendations
- Ensure all IEP and related documents are completed and entered into SESIS
- Suggest school based Rtl strategies to school staff based on evaluation findings
- Liaise with both Impartial Hearing Order and Impartial Hearing Implementation Units
- Testify as part of the Impartial Hearing process as needed
- Facilitate trainings for current evaluators and new evaluators
- Maintain up-to-date knowledge of research-based best practices in relation to evaluation procedures
- Liaise with Supervisors of Speech, Speech Manager, Speech Director, and Director of Assessments
- Support ordering and management of assessment materials, including digital resources
- Other Related Duties

SALARY:

As per UFT collective Bargaining Agreement



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WORK SCHEDULE:

Five days weekly (Teacher Assigned A Schedule)

APPLICATION INSTRUCTIONS:

Send resume and cover letter to ORSautoreply@schools.nyc.gov by

A handwritten signature in black ink that reads 'Renée Harper'.

APPROVED:

Renée Harper, Interim Acting Executive Director
Office of Field & Information Services
Division of Human Resources

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