



# **JOB POSTING**

**POSITION(S):** P/T Community Coordinating Teacher

**LOCATION(S):** District Wide

**Qualifications:** New York Teacher Certification.

**Basic Function(s):** Report to Special Education Administrators. Supervise students with disabilities that are employed in the city summer work program. Also, work closely with OPWDD (Office for People with Developmental Disabilities) to supervise students who are getting paid employment internships through Office for People with Developmental Disabilities.

**Responsibilities:** Liaison with city work program, Office for People with Developmental Disabilities and students' employees.

- Coordinate time sheets, payroll and paperwork for students in the OPWDD program.
- Communicate with families
- Job coaching – assist students with job training.
- Job development – evaluate student potential for certain jobs.
- Ensure a smooth transition for students to the summer work program and then back to school in September.

**Work Schedule:** 18 hours per week

**Start Date:** July 5, 2011

**Apply to:** *Human Resources  
Academy Park  
Albany, New York 12207*

**Date:** June 29, 2011