DATE: January 12, 2024

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
       Assistant Superintendent for Human Resources

RE: Anticipated Internal Posting – NY GEAR UP – Inclusivity Administrator – NSAA Unit Members
    - Supervisors (Special Education)

NY GEAR UP
This program is to provide support for students beginning in 8th grade to become college and career ready. The objective is to provide tutoring, afterschool and in-school support, workshops and symposiums, college tours, and organizational skills to support graduation from High School and increase students entering college.

Anticipated Program Days/Hours: February 2024 – June 2024 / Work is to be performed outside of the contractual day.

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<tr>
<th>PROGRAM</th>
<th># POSITIONS</th>
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<td>NY GEAR UP</td>
<td>1- Inclusivity Administrator (NSAA Members – Special Education Supervisors)</td>
<td>District</td>
<td>Preference will be given to a Special Education Supervisor with extensive knowledge of inclusive opportunities for all students and families and who is familiar with or currently works with 8th grade students. Special Education Supervisor must be familiar with Special Education regulations, IEP, and ELL.</td>
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Duties and Responsibilities:
- Serves as the Inclusivity Administrator of the NECSD NY Gaining Early Awareness and Readiness for Undergraduate (NY Gear Up) program providing school oversight and technical assistance.
- Coordinate inclusive student programming that addresses the needs of all students and families
- Collaborates with the program facilitator and other school facilitators to develop and implement NYGEAR Up programming and accommodations inclusive to all students.
- Designs and coordinates NYGEAR Up programming during the school year and summer months based on student and school needs and in compliance with grant.
- Maintains school programmatic data and collaboratively evaluates effectiveness in a quantifiable way including student academic growth outcomes.
- Provide/coordinate information for all families to ensure parents/guardians are aware of inclusive practices, programming, and opportunities that exist and are available for their children
- Collaborates with district and school facilitators to make data informed programmatic decisions.
- Participates in professional development activities required by NYGEAR Up.
- Ability to provide SEL support where appropriate.

Requirements: Must be a current NECSD NSAA Member
Funding Source: NY GEAR UP Grant

REMUERATION: Stipend of $5,500.00 (prorated)
NOT TO EXCEED: $5,500.00
Internal candidates must respond online through the District's website, under the “DISTRICT” tab, under “Employment with the District” Click on ‘APPLY’ alongside of the posting.

Paper applications will not be accepted. PLEASE DO NOT E-MAIL Mr. McLaymore directly MM: sb