



Department of
Education

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Date Posted: 4/4/2024

Deadline: 5/9/2024

SY23-24 PER SESSION VACANCY NOTICE # 0869

2023-2024

PLEASE POST

(CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)

POSITION:

Teachers; Lead Instructors for the NYC Teaching Fellows Program; Office of Teacher Recruitment and Quality (Approximately 20 positions available)

LOCATION:

Remote and In-Person: Various summer school locations participating as Teaching Academies for the Summer 2024 NYC Teaching Fellows Program

ELIGIBILITY REQUIREMENTS:

To be eligible for this position, you must meet the following criteria:

- Currently employed as a licensed, tenured, and appointed teacher by the NYC Public Schools, with a minimum of three (3) years of teaching experience.
- Prior experience facilitating professional learning on pedagogical skills and strategies

SELECTION CRITERIA:

Teaching skills:

- Minimum of three (3) years of consecutive teaching experience in NYC K-12 schools.
- Demonstrates extensive knowledge of K-12 teaching skills and pedagogical best practices.
- Utilizes effective instructional strategies that cater to diverse learning needs.
- Adapts curricula to meet the unique needs of adult learners without compromising outcomes.
- Proficient in teaching technologies like Google Slides, Google Classroom, Zoom, etc.

Facilitation/Leadership skills:

- Shows a strong desire to develop aspiring teachers through mentorship and support.
- Models continuous professional improvement and stays updated with current educational research.
- Establishes strong working relationships with adult learners based on trust and empathy.
- Provides constructive feedback to support participant growth.
- Embraces feedback and adjusts professional practice when necessary.

Communication/Organizational Skills:

- Exhibits excellent written communication skills and attention to detail.
- Demonstrates strong organizational and record-keeping abilities.
- Possesses exceptional time management skills in a fast-paced setting.
- Adapts communication strategies for diverse audiences.

Commitment to Cultural Competence and Equity:

- Demonstrates a commitment to cultural competence and equity in education.
- Creates inclusive learning environments that promote diversity and address systemic barriers.

Preference will also be given to candidates who demonstrate:

- 1+ years of experience in a teacher leadership role, such as Mentor Teacher, Cooperating Teacher, NYCTF Summer Staff, Teacher Development Facilitator, Peer Collaborative Teacher, Model Teacher, Master Teacher, or Lead Coach.
- Demonstrated satisfactory performance in the role of Lead Instructor during a previous season.

DUTIES/RESPONSIBILITIES:

- Lead skill-building sessions for 20-30 candidates to support their acquisition of instructional skills.
- Create and maintain an effective learning environment for adults, both in virtual and in-person settings, utilizing facilitation strategies, online tools, and technology to engage learners and support them in meeting objectives, particularly in a remote learning context.
- Familiarize oneself with the NYCDOE Criteria for New Teacher Readiness and aligned skills and best practices.
- Model classroom management and standards-aligned instructional techniques to help candidates understand essential components of effective instruction and apply them to their own teaching practice.
- Evaluate 5-6 mini assignments and a final unit portfolio per Fellow, using program rubrics.
- Participate in training sessions for the role before and during the program.
- Report to the staff of the Teacher Preparation Team, Office of Teacher Recruitment and Quality.
- Maintain accurate data tracking and evidence of candidates' progress and professionalism using the program's data-tracking system; communicate important updates with program staff.
- Respond promptly to candidate and program staff inquiries and requests, including participating in program surveys.

WORK SCHEDULE:

Participation in virtual training (outside of school hours) will occur:

- Dates: June 4 - 13, 2024
- Time: 4:30 PM - 7:30 PM
- Total Hours: Approximately 12

Duties and responsibilities described above will occur:

- Spring:
 - Dates: June 18 - 28, 2024
 - Days; Time: Monday - Friday (Virtual); 5:00 PM - 7:00 PM
 - There will be no Skill Building Session on June 19 due to the observance of the Juneteenth Holiday.
 - Total Hours: Approximately 30*

**This includes the preparation and facilitation of Skill Building Sessions, grading assignments, participating in mandatory Lead Instructor Professional Developments, and performing other general responsibilities.*

- Related Summer 2024 hours will be advertised separately.

Hours up to, but not limited to the approximate number of hours listed. Additional hours may be granted upon the approval of the hiring manager.

SALARY:

Per Session rates as per the relevant union/organization of the advertised title (Collective Bargaining Agreement). Contingent upon funding availability and programmatic approval.

APPLICATION INSTRUCTIONS:

To apply, complete an application form located [here](https://sites.google.com/schools.nyc.gov/su24-nyctcstaff-website/staff-hiring) by May 9, 2024. <https://sites.google.com/schools.nyc.gov/su24-nyctcstaff-website/staff-hiring>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail nycteachingacademies@schools.nyc.gov

Please visit the New York City Department of Education website for more information on per session opportunities:
<https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>

NOTE: 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 via the Per Session Service System and receive 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

It is the policy of the New York City Department of Education (DOE) to provide equal employment opportunities in accordance with applicable laws and regulations and without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), military status, unemployment status, prior record of arrest or conviction, caregiver status, consumer credit history, predisposing genetic characteristics, salary history, sexual and reproductive health decisions, or status as a victim of domestic violence, sexual offenses, or stalking, and to maintain an environment free of harassment on any of the above protected classifications, including sexual harassment and retaliation. For more information, please refer to the DOE Non-Discrimination Policy: <https://www.schools.nyc.gov/about-us/policies/non-discrimination-policy>

APPROVED BY: 
Executive Director, Division of Human Resources

2023-24 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (OP-175)

Directions: This form must be completed and submitted to the per session supervisor prior to commencement of employment in a per session activity. A copy of this form must be retained by the per session supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. Retention rights may be claimed ONLY in one per session activity. No person may work more than 400 hours in one or a combination of per session activities (with a maximum of 400 hours in a school psychologist and/or school social worker position) without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name: _____ First Name: _____ MI: _____

Home Address: _____ Zip Code: _____

Home Phone: (____) _____ File No.: _____ Email Address: _____

1. Are you a full-time employee of the NYC Department of Education? Yes ____ No ____

If yes, indicate current work location: CFN _____ District _____ School/Office _____
License or Title _____ Hours of Employment from _____ to _____

2. Per Session Position for which you are Applying: Program Name: _____

CFN _____ District _____ Approximate Start Date _____ Do you claim retention rights? Yes ____ No ____
School/Office _____ Approximate Total No. of Hours in Activity _____
Work Hours Monday – Friday _____ to _____ Saturday – Sunday _____ to _____

3. **Between July 1, 2023 and June 30, 2024, have you worked or do you plan to work in any other per session activity?**
Yes ____ No ____ . **If yes, indicate all positions below. (Use additional sheets if necessary)**

a. Program Name: _____

CFN _____ District _____ Approximate Start Date _____ Do you claim retention rights? Yes ____ No ____
School/Office _____ Approximate Total No. of Hours in Activity _____
Work Hours Monday – Friday _____ to _____ Saturday – Sunday _____ to _____

b. Program Name: _____

CFN _____ District _____ Approximate Start Date _____ Do you claim retention rights? Yes ____ No ____
School/Office _____ Approximate Total No. of Hours in Activity _____
Work Hours Monday – Friday _____ to _____ Saturday – Sunday _____ to _____

4. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400?
Yes ____ No ____

5. If yes, have you submitted a waiver request to exceed the 400 hour maximum? Yes ____ No ____

6. **Declaration:** I have read and understand the requirements in Chancellor's Regulation C-175. I understand that I am bound by this regulation. I affirm that the information given above is, to my knowledge, accurate and complete, and I understand that a willfully false answer to any question contained herein is a Class E felony which shall render this application null and void and may result in loss of retention rights, cancellation of per session employment, loss of pay, recoupment of compensation already paid, and/or disciplinary action.

Signature of Applicant

Date

7. **Approval by Per Session Supervisor:** I certify that this applicant possesses the qualifications established for the position and that the selection was made after following advertising procedures set forth in Chancellor's Regulation C175.

Signature of Per Session Program Supervisor

Date

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations>. Each school maintains a copy of the Standard Operating Procedures Manual for Schools (SOPM). Individuals may review a copy of these procedures in order to familiarize themselves with the process by which per session employees are processed and paid.

1. All per session employees must complete an application for per session activity (OP175) prior to commencing service.
2. Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year. For this purpose, the per session year is from July 1 **through** June 30.
3. Individuals must submit a waiver form for exceeding the limit on the maximum number of hours that can be served in a per session year. The maximum number of hours of per session work that may be performed annually is available in the C-175 regulation.
4. No individual is authorized to work in a per session activity during a normal school workday.
5. Per session employment, whether funded from the same or a different source, may not be used as a means of providing additional compensation for work similar to that which is performed in an individual's primary assignment.
6. Individuals cannot serve in a per session activity for which, in their primary assignment, they are responsible for hiring, rating, or coordinating or which they normally supervise in their primary assignment.
7. No per session compensation may be paid for work performed at home.
8. Employees on sabbatical leaves beginning August 1 must complete per session activities in which they are serving in July. They will not be permitted to commence any new per session assignments until the September following the completion of the sabbatical.
9. Each per session employee is required to use a time clock to record the exact time of arrival and departure. The timecard is to be maintained at the work site and should serve as the basis of entries on the Personnel Time Report. If a time clock is not available, a daily attendance report with exact time of arrival and departure must be provided, maintained and approved by a supervisor. In every case, regardless of the specific manner in which time is reported, supervisors are accountable for verifying the record of attendance. Approval by a co-worker is not acceptable. Failure to maintain satisfactory records will result in the withholding of compensation or recoupment of payment already made.
10. Each per session employee is required to submit a time sheet for service that was performed during the prior per session period within one school day of the per session period immediately following each service.
11. ***Time sheets submitted for per session work which required a waiver that was not previously approved will result in the withholding of per session payment.***
12. If a teacher is entitled to retention rights in a per session activity but fails to claim those rights before or at the time of application for a different per session job in which the teacher has no retention rights, the teacher may then be denied employment in the job for which there is entitlement to retention.

Notes: Requests for waivers must be submitted sufficiently in advance to allow time for review and appropriate action. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum hours as outlined in Chancellor's Regulation C-175.***