



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

Date Posted: 5/15/2024
Deadline: 2/28/2025

SY24-25 PER SESSION VACANCY NOTICE # 1394

2024-2025

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

School Counselor

College and Career Bridge for All Hub Supervisor: School Counselor (15 positions available)

In partnership with CUNY K-16 Initiatives, NYC Public Schools Office of Student Pathways is offering high schools a program aimed at increasing enrollment in college and postsecondary training programs by decreasing the effect of “Summer Melt”. College and Career Bridge for All offers a student-centered approach to effective guidance by hiring and training a current college student -- “Bridge Coach” -- to support graduating seniors at participating high schools to complete all steps to enroll in college and postsecondary training programs or to enter directly into the workforce. Bridge Coaches work from June through September under the supervision of a Hub Supervisor.

College and Career Bridge for All is currently looking to hire staff functioning as college and career advisors who will support the development of and provide supervision to Bridge Coaches in their work assisting high school graduates through to launch into their postsecondary plan. In turn, Hub Supervisors will receive guidance and support from a Senior Hub Supervisor in provision of supports for matriculation in college and postsecondary training programs or direct entry into the workforce and supervision of youth leaders. This is a part-time seasonal employment opportunity.

LOCATION:

In-person at various DOE/CUNY locations throughout the NYC 5 boroughs.

ELIGIBILITY REQUIREMENTS:

- NYCDOE licensed and appointed High School Counselor
- A Master’s Degree from an accredited college in a field related to the position and two years progressively responsible professional experience in college access and success work
- NYC DOE Employee in role related to college and career advising

Preferred:

- Understanding of key supports for matriculation and enrollment process for the CUNY and SUNY systems and private colleges, for postsecondary training and education programs, and for direct entry into the workforce. Experience supervising college students in leadership roles surrounding college access and success, postsecondary training programs, and entry into workforce
- Understanding of and commitment to positive youth development
- Excellent organization and communication skills
- Previous experience in peer-to-peer postsecondary transition work
- Experience leading professional trainings

SELECTION CRITERIA:

- At least three (3) years of satisfactory experience within the NYCDOE

DUTIES/RESPONSIBILITIES:

March through June (approximately 20 hours monthly)

- Support the Coach Hiring Process
- Attend Trainings as scheduled
- Host Coach Hub Meetings
 - Run group meetings providing best practices and consultancies on ongoing topics
 - Support College and Career Bridge Coaches to take lead in running group meetings
- Provide supervision and support to college coaches (approx. 10)
 - Support coaches in providing matriculation assistance in particularly difficult scenarios
 - Provide coaching to College and Career Bridge Coaches to ensure they are meeting job requirements
 - Provide virtual troubleshooting support throughout the week
- Attend weekly meetings with other Hub Supervisors and central management staff and maintains contact with central staff
- Other duties as assigned

WORK SCHEDULE:

Up to 100 hours from **March 2025 – June 30, 2025**. Specific dates to be determined. Additional hours 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:

Application Form OP-175, your resume, and a copy of your Department of Education license must be received by the Office of Student Pathways by February 28, 2025. **Once you have all documents ready, please complete and submit your application with uploaded documents using this link: [SY24-25: College and Career Bridge for All Per Session Application](#) .**

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please email Kimberly Hall at Khall23@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: Peter Ianniello Ph.D.

Executive Director, Division of Human Resources

2024-25 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, 2024 and June 30, 2025, 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.***