



**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street – Brooklyn, New York 11201**



**Per Session Vacancy Circulars
Teacher, Supervisor, Clinical**

OP175 Form 2008-2009 (required for all Per Session Vacancy Applications for activities occurring 7/01/08 – 6/30/09)

Post Date: August 28, 2008

Deadline: September 25, 2008

PS Vac Circ.#3, School Yr.'08-'09, Teacher Trainee, K-12 (200 positions)

PS Vac Circ.#4, School Yr.'08-'09, Teacher Per Session, K-12 (200 positions)

PS Vac Circ.#5, School Yr.'08-'09, Teacher Leader (35 positions)

PS Vac Circ.#6, School Yr.'08-'09, Instructional Specialist, Transfer Schools (Up to 60 positions)

PS Vac Circ.#7, School Yr.'08-'09, Middle/High School Theater and Social Studies Curriculum Writing - Staff Development Group To develop Theater and Social Studies Curriculum and Units of Study (Approximately 8 positions)

PS Vac Circ.#8, School Yr.'08-'09, All-City High School Concert Band Principal Conductor

Application for Per Session Employment and Claim for Retention Rights for 2007-2008

Directions: Please read the second page of this form before completing it. This form must be completed prior to commencement of employment by a person applying for work in a per session activity. A copy of this form must be retained by the per session program supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. No person may be employed or paid for a second per session activity or for more than 400 hours (or 270 for appropriate School/CSE Staff Assessment activities) in one or a combination of per session activities without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name _____ First _____ MI _____

Home Address _____ Zip _____

Home Phone (____) _____ File # _____ Social Security # _____

I. Are you a full time employee of the NYC Department of Education? ___ Yes ___ No If yes, indicate current work location: ISC ___ District ___ School/Office _____

License or Title _____ Hours of Employment From _____ to _____

II. Under Collective Bargaining Agreements, you may claim retention rights in only one activity. (Please refer to #14 on the reverse side of this form.)

Per Session Position For Which You Are Applying: Program Name _____

ISC ___ District ___ Approximate Start Date: _____ Do you claim retention rights? ___ Yes ___ No

School/Office _____ Approximate Total # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

III. Between July 1, 2007 and June 30, 2008 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 _____

ISC ___ District ___ Approximate Start Date: _____ Do you claim retention rights? ___ Yes ___ No

School/Office _____ Approximate Total # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

b) Program Name _____

ISC ___ District ___ Approximate Start Date: _____ Do you claim retention rights? ___ Yes ___ No

School/Office _____ Approximate Total # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

IV. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400? (or 270 for appropriate School/CSE Assessment Staff activities) ___ Yes ___ No

V. Declaration: I have read and understand the requirements cited in Chancellor's Regulation C-175. I have also read the second page of this application which contains pertinent provisions from Chancellor's Regulation C-175. I agree to be bound by those provisions. 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 employment, loss of pay, recoupment of compensation already paid or disciplinary action.

Signature

Date

VI. 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 C-175, and the Standard Operating Procedures Manual. (A copy of the advertisement is attached.)

Signature of Per Session Program Supervisor

Date

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review in your principal's office, Regional Operations Center (ROC), on the DHR Website and at the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street-Room 815, Brooklyn, New York 11201. 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 applying for a second per session activity must obtain an approved waiver prior to commencing service in the second activity (OP175 W)
3. If an individual has claimed retention rights in a per session activity, s/he must submit a waiver for any other per session activity regardless of whether or not the activity begins prior to the activity in which the individual claims retention rights. (Example: A teacher claims retention rights in Activity X which begins each year in October. S/he applies to work in a per session activity during July and August. S/he must submit a waiver for this summer per session activity.)
4. 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 1st through June 30th.
5. Individuals who have been granted a per session waiver for a second position are required to submit an additional 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 by employees is announced in periodic Personnel Memoranda from the Division of Human Resources.
6. No individual is authorized to work in a per session activity during a normal school workday.
7. 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.
8. 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.
9. No per session compensation may be paid for work performed at home.
10. Employees on sabbatical leaves beginning August 1st 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.
11. 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.
12. 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.
13. **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.**
14. 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 the Per Session Monitoring Unit time for review and appropriate action. **All requests for waivers will be reviewed and acted upon within 10 school days from the date of their submission. Per session compensation will be withheld for any individual who has not received prior written approval from the Division of Human Resources for a second per session activity or whose service exceeds the prescribed number of hours indicated in Chancellor's Regulations.**

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

Posted Date: **August 28, 2008**
Deadline: **September 25, 2008**

Per Session Vacancy Notice No. 3, 2008-2009 PLEASE POST.
(Contingent Upon Funding)

The Digital Immigration Project-Phase II is a professional development program for K-12 teachers to be implemented over a three year period. Two hundred (200) teachers, supervisors, and Lead Teacher specialists in 25 participating schools within Community Districts #9 and #10 will each be provided no fewer than 60 hours, per year, of professional development. Participants will be paid at the training rate and receive instruction in science, technology, mathematics and engineering (STEM) that will include training in STEM protocols while addressing research skill development, content enhancement, and instructional skill improvement in the areas of science, technology, mathematics and engineering combined.

POSITION: Teacher Trainee, K-12 (200 positions)

LOCATION: Various school sites in Districts 9 and 10 and/or The Bronx UFT Teacher Center.

ELIGIBILITY: New York City Department of Education licensed teachers currently teaching in grades K-12:

SELECTION CRITERIA:

- Familiarity with NYC Scope and Sequence, NYS Science, Mathematics and Technology Learning Standards
- Familiarity of current educational trends and its technological integration in the classroom.
- Interest in developing good pedagogical skills and a sound content base as evidenced by nomination/recommendation by the school principal

DUTIES AND RESPONSIBILITIES:

- Participate in scheduled professional development activities, including school site based study groups.
- Disseminate program materials and improve content knowledge and pedagogical skills among school colleagues.
- Cooperate with evaluators in responding to surveys, participating in focus groups, and conferring with visitors.

WORK SCHEDULE: September 2008, to June 30, 2009

60 hours of professional development, held at various times, throughout each respective year, including full day, multiple day, and partial day workshops, summer institutes, lectures, and study groups on weekdays, weekends, holidays, vacation days, and after school. Activities will be scheduled with alternate dates.

SALARY: As per Collective Bargaining Agreement (Training Rate = \$19.12 per hour) or the most current contractual rate.

APPLICATION: Application Form OP175 (available in schools and on DHR Website) and the attached information form should be submitted no later than **September 25, 2008** to:

Rosemary Nieves, CSD9 MSP Grant Program Coordinator
1 Fordham Plaza – Seventh Floor, Bronx, N.Y. 10458
Phone: (718) 741-5476 Fax: (718) 741-7978 Email: RNieves2@schools.nyc.gov

Please note that all per session vacancy circulars will be posted on the Division of Human Resources site <http://schools.nyc.gov/Offices/DHR/default.htm> under Career Opportunities in the section Other Career Opportunities in Schools.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Monica A. McDonald*
Division of Human Resources

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

Posted Date: **August 28, 2008**
Deadline: **September 25, 2008**

Per Session Vacancy Notice No. 4, 2008-2009 PLEASE POST.
(Contingent Upon Funding)

The Digital Immigration Project-Phase II is a professional development program for K-12 teachers to be implemented over a three year period. Two hundred (200) teachers, supervisors, and Lead Teacher specialists in 25 participating schools within Community Districts #9 and #10 will each be provided no fewer than 60 hours, per year, of professional development. Participants will be paid at the training rate and receive instruction in science, technology, mathematics and engineering (STEM) that will include training in STEM protocols while addressing research skill development, content enhancement, and instructional skill improvement in the areas of science, technology, mathematics and engineering combined.

POSITION: Teacher Per Session, K-12 (200 positions)

LOCATION: Various school sites in Districts 9 and 10 and/or The Bronx UFT Teacher Center.

ELIGIBILITY: New York City Department of Education licensed teachers currently teaching in grades K-12:

SELECTION CRITERIA:

- Familiarity with NYC Scope and Sequence, NYS Science, Mathematics and Technology Learning Standards
- Familiarity of current educational trends and its technological integration in the classroom.
- Interest in developing good pedagogical skills and a sound content base as evidenced by nomination/recommendation by the school principal

DUTIES AND RESPONSIBILITIES:

- Participate in scheduled professional development activities, including school site based study groups.
- Disseminate program materials and improve content knowledge and pedagogical skills among school colleagues.
- Cooperate with evaluators in responding to surveys, participating in focus groups, and conferring with visitors.
- Application of current educational trends and its technological integration in the classroom.
- Teach or Turn-Key professional learning to colleagues after school working hours.
- Collect evaluations and timesheets for each session.

WORK SCHEDULE: September 2008, to June 30, 2009

60 hours of professional development, held at various times, throughout each respective year, including full day, multiple day, and partial day workshops, summer institutes, lectures, and study groups on weekdays, weekends, holidays, vacation days, and after school. Activities will be scheduled with alternate dates.

SALARY: As per Collective Bargaining Agreement (Per Session Rate = \$41.98 per hour) or the most current contractual rate.

APPLICATION: Application Form OP175 (available in schools and on DHR Website) and the attached information form should be submitted no later than **September 25, 2008** to:

Rosemary Nieves, CSD9 MSP Grant Program Coordinator
1 Fordham Plaza – Seventh Floor, Bronx, N.Y. 10458
Phone: (718) 741-5476 Fax: (718) 741-7978 Email: RNieves2@schools.nyc.gov

Please note that all per session vacancy circulars will be posted on the Division of Human Resources site <http://schools.nyc.gov/Offices/DHR/default.htm> under Career Opportunities in the section Other Career Opportunities in Schools.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Monica A. McDonald*
Division of Human Resources

**THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201**

**Posted: August 28, 2008
Deadline: September 25, 2008**

Per Session Vacancy Notice # 5, 2008-2009
(Contingent Upon Funding)

POSITION: Teacher Leader (35 positions)

LOCATION: Various sites in New York City to be determined

ELIGIBILITY: NYC Department of Education licensed 7th or 8th grade social studies/history teacher
Applicant must be teaching in a middle school designated as SINI or a middle school with a score of "C" or lower on the NYC Department of Education's Progress Report.

SELECTION CRITERIA:

- Preference will be given to teachers who successfully participated in the Leadership in American History summer institute, August 5-8, 2008.
- Must be 7th and/or 8th grade teacher assigned to teach Social Studies/US History in the 2008-2009 academic year

DUTIES AND RESPONSIBILITIES:

- Participate in the "Leadership in American History" Teacher Leaders program. Attend the Saturday series (7 hours per day) as stated in the work schedule below.
- Create and field test standards-based lessons aligned to NYC scope and sequence for middle school social studies.
- Work with grant partners and colleagues to create standards-based units of study aligned to NYC scope and sequence for middle school social studies.
- Create resource guide aligned to 7th and 8th grade scope and sequence for middle school social studies.
- Participate in a research evaluation project by completing questionnaires and interviews, submitting sample lesson plans, taking pre- and post-tests, and administering pre- and post-tests to students (schedule to be determined-TBD as stated in the work schedule below).
- Review and use educational resources provided by the program including history books, manuals, primary and secondary resources; field-test standards-based lessons and units of study.
- Deliver turn-key training for colleagues throughout NYC
- Create Social Studies Resource Room at home school
- Work with project mentors to refine lesson plans and teaching methods.

SALARY: As per Collective Bargaining Agreement (\$41.98 per hour) or most current contractual rate

WORK SCHEDULE: 67 hours per position, over a series of Saturdays on the following dates from 8:00 am to 4:00 pm: October 4, 2008; November 8, 2008; December 13, 2008; January 10, 2009; February 7, 2009; March 7, 2009; April 4, 2009; May 16, 2009; June 13, 2009; and up to four additional hours for the evaluation project (dates TBD).

APPLICATION: Send letter stating your interest in participating in the program plus form OP175 (available in the schools and on the DHR Website) by **September 25, 2008** to:

Attention: Elise Abegg
New York City Department of Education
52 Chambers Street, Room 213
New York, New York 10007

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Monica A. McDonald*
Division of Human Resources

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201

Posted Date: **August 28, 2008**
Deadline Date: **September 25, 2008**

PER SESSION VACANCY CIRCULAR # 6

2008-2009

Please Post.

(Subject To Funding Availability)

POSITION: Instructional Specialist, Transfer Schools (Up to 60 positions)

LOCATION: Office of Multiple Pathways to Graduation, NYC Department of Education
52 Chambers Street, New York, New York 10007

ELIGIBILITY: New York City Department of Education license as a teacher with satisfactory experience in Transfer School literacy education and/or satisfactory experience with over-age and under-credited youth. School Principal must have registered school to participate in Literacy/Learning Strategies Across the Curriculum.

**SELECTION
CRITERIA:**

- Satisfactory experience teaching and/or providing direct support to Transfer School students in New York City
- Deep knowledge of and ability to articulate best practices of Transfer Schools
- Understanding of over-age, under-credited student population
- Knowledge of research-based interventions for overage, under-credited students

**DUTIES AND
RESPONSIBILITIES:**

Reporting to the Instructional Manager, Office of Multiple Pathways to Graduation, the Instructional Specialist:

1. Use his/her extensive knowledge base to identify, articulate, and codify instructional practices and literacy strategies in Transfer Schools.
2. Create resources for educators working with overage, under-credited students
3. Develop strategies and skills that are critical to engaging and increasing the skills of older, low-level readers to whom reading comprehension and writing present a particular challenge
4. Integrate the high impact literacy strategies into lesson and unit plans that will be developed and distributed to the nine Transfer Schools participating in the professional learning community throughout the year. Based on this pilot, the strategies and curriculum may also be codified and distributed to the other 28 Transfer Schools as well.
5. Work closely with external partners to review their materials.

WORK SCHEDULE: September 27, 2008 through April 25, 2009 Up to six 5-hour sessions on Saturdays

(Up to 30 hours per position)

SALARY: As per Collective Bargaining Agreement (\$41.98 per hour) or the most current contractual rate

APPLICATION: Submit copy of NYC Department of Education license and OP-175 form (available in schools and on DHR Website), by **September 25, 2008** and send to:

Office of Multiple Pathways to Graduation
Attn: Instructional Specialist Position, Transfer School
52 Chambers Street, Room 219
New York, New York 10007

Email: OMPG@schools.nyc.gov

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Monica A. McDonald*
Division of Human Resources

**THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, New York 11201**

**Posted Date: August 28, 2008
Deadline: September 25, 2008**

PER SESSION VACANCY CIRCULAR # 7, 2008- 2009

Please Post.

(Subject To Funding Availability)

POSITION: Middle/High School Theater and Social Studies Curriculum Writing - Staff Development Group
To develop Theater and Social Studies Curriculum and Units of Study
(Approximately 8 positions)

LOCATION: TBD

ELIGIBILITY: Regularly licensed and appointed New York City Department of Education Theater and Social Studies teachers (grades 7-12)

**SELECTION
CRITERIA:**

Preference will be given to applicants with the following:

- Minimum of 3 years teaching experience in grades 7 through 12 theater or social studies
- Demonstrated experience and knowledge of NYC Blueprint for the Arts: Theater
- Demonstrated experience and knowledge of NYS Social Studies Core Units of Study
- Demonstrate ability to write Theater or Social Studies Units of Study
- Demonstrated knowledge of 20th century American plays and playwrights
- Demonstrated understanding of differentiated instruction
- Demonstrated ability to work well with colleagues
- Demonstrated organizational and computer literacy skills
- Excellent written communication skills
- Minimum of 3 years satisfactory ratings
- Satisfactory record of attendance and punctuation
- Ability to demonstrate and follow all the rules and regulations of the NYC Dept. of Education

DUTIES AND

RESPONSIBILITIES: Per session personnel will perform from among the following tasks under the direction of the Interim Acting Executive Director of the Office of Arts and Special Programs

- Align New York State Core Curricula to the New York City 2008 Scope and Sequence
- Design & write grade-specific a balanced and integrated Theater and Social Studies Curriculum and Units of Study based on six American plays of the 20th century
- Examine related documents with a critical lens
- Integrate and align various citywide ELA approaches with the units of study
- Assist in creating pre, formative and summative evaluative methodology
- Design staff development sessions to pilot the units of study for Spring 2009

SALARY: As per Collective Bargaining Agreement (TR-\$41.98 per hour) or most current contractual rate

WORK SCHEDULE: October 1, 2008- June 15, 2009 (Approximately 45 hours per position)

APPLICATION: Submit letter of application, resume, copy of NYC Department of Education license, OP-175 form (available in schools and on DHR Website) and a written Unit of Study.
By: **September 25, 2008.**

Send to: **Paul King, Executive Director (I.A.)
Office of the Arts and Special Projects
52 Chambers Street – Rm. 210
New York, New York 10007
pking5@schools.nyc.gov**

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at: <http://schools.nyc.gov/Offices/DHR/CareerOpportunities/> under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Monica A. McDonald*
Division of Human Resources

**THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street – Brooklyn, NY 11201**

Posted Date: **August 28, 2008**
Deadline: **September 25, 2008**

PER SESSION VACANCY CIRCULAR # 8, 2008-2009 Please Post.
(Subject to Funding Availability)

POSITION: All-City High School Concert Band Principal Conductor- 1
Position

LOCATION: HS Graphic Communication Arts
439 West 49th Street
New York, NY 10019

ELIGIBILITY: Regularly Licensed, tenured, New York City Department of
Education high school instrumental music teacher.

SELECTION CRITERIA:

- 1) Experience teaching high school band programs
- 2) Able to work collaboratively with teacher colleagues and OASP administration
- 3) Possesses strong conducting skills
- 4) History of demonstrated excellence in preparing students for high quality concert band performances
- 5) Extensive knowledge of concert band repertoire
- 6) Demonstrated strong leadership skills
- 7) Strong writing, verbal communication skills

Applicants for per session employment who are not employed in the Department of Education's regular school program or adult education program shall be considered for selection only if no qualified day school teacher or adult education employee is available.

DUTIES AND RESPONSIBILITIES:

- 1) Lead weekly rehearsals of the All-City HS Concert Band
- 2) Work collaboratively with assistant conductors to prepare students for scheduled concerts
- 3) Assist central administration in recruitment of student participants
- 4) Oversee selection of repertoire for concert programs
- 5) Maintain record of student attendance, concert participation, parental, teacher and principal permission requests
- 6) Oversee distribution, collection and submission of payroll and related staff records in a timely manner
- 7) Communicate with site custodial staff, DOE supervisor to expedite required permits
- 8) Communicate with staff to plan and coordinate program activities on an ongoing basis

WORK SCHEDULE:

Saturday mornings and other times as needed, October 4, 2008 through **June 30, 2009, (9:00 a.m. – 12:30 p.m.) for a total of approximately 160 hours.
(** Approximate)

SALARY:

As per Collective Bargaining Agreement (\$ 41.98) or the most current contractual rate

APPLICATION:

Forward cover letter and Form OP-175 (available in the schools), a resume and a copy of your Department of Education license by **September 25, 2008** to:

Barbara Murray
Director of Music
Office of Arts and Special Projects – Room - 210
52 Chambers Street
New York, New York 10007

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor’s Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED:

Monica A. McDonald
Division of Human Resources