



NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street Brooklyn, N.Y. 11201

Post date: November 21, 2013

Deadline: May 10, 2014

PER SESSION VACANCY CIRCULAR # 163, 2013-2014 Please Post

(Subject to Funding Availability)

ACTIVITY: Teacher training for Advanced Placement (AP) Biology teachers from eligible course and schools (see attached school list). AP teachers will receive support in content and models of effective instructional techniques, with a focus on pacing, classroom-ready activities and strategies to sustain college and career readiness for all students.

POSITION: High School teachers of AP Biology from schools participating in NYC Advanced Placement Expansion Initiative (see attached school list)

LOCATION: Murry Bergtraum High School for Business Careers (M520) @ 411 Pearl Street, New York, New York 10038

ELIGIBILITY: Open to licensed and appointed high school teachers currently teaching AP Biology in AP Expansion Initiative high schools.

SELECTION CRITERIA:

1. Documented record of excellent attendance and punctuality
2. Excellent classroom management skills
3. Currently teaching Advanced Placement Biology in eligible course and schools
4. Knowledge of Advanced Placement Biology content and curricula
5. An understanding of, and sensitivity to, the needs of first-time Advanced Placement students
6. Knowledge of Advanced Placement Biology exam or equivalent college level course-work
7. Applicants must be available for all professional development days as identified in work schedule dates and time.

DUTIES/RESPONSIBILITIES:

1. Participate in on-site professional development activities as per facilitators
2. Confer with facilitators and related instructional leaders in matters pertaining to student performance per instructional goals
3. Prepare and maintain interim student appraisals and assessments in support of activities related to student preparation on AP mock exams
4. Implement a test preparation program that stresses and includes best-practice strategies learned at study sessions
5. Supervision of student's arrival and dismissal, snack and lunch periods as instructed by site supervisor

SALARY: As per Collective Bargaining Agreement or most current contractual per session rate.

WORK SCHEDULE: 9:00 am to 3:00 pm on 2/8, 3/22, 4/26, and 5/10. Total of (20 hrs)

APPLICATION INSTRUCTIONS: Please submit an op-175 per session application (attached) and a copy of your resume by close of business on **May 10, 2014** to qlawrence@schools.nyc.gov with subject line "APEX Per Session Student Study Sessions/Biology". Please note a letter of recommendation from your principal may be requested at a later date.

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

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION

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/Careers/Schools/default.htm> under "Per Session Opportunities"

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

APPROVED: ***Peter Ianniello PHD***

2013-14 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 500 hours in one or a combination of per session activities (with a maximum of 270 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, 2013 and June 30, 2014, 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 500? Yes ____ No ____

5. If yes, have you submitted a waiver request to exceed the 500 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 give 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, 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 C-175.

Signature of Per Session Program Supervisor

Date

OP-175 – 2013-2014

Advanced Placement Expansion Initiative School Listing

Academy for Young Writers
Alfred E. Smith Career and Technical Education High School
Astor Collegiate Academy
August Martin High School
Automotive High School
Bronx High School for Writing and Communication Arts
Bronx Lab School
Bronx Latin
Bronx School of Law and Finance
Brooklyn Academy of Science and the Environment
Brooklyn Collegiate: A College Board School
Brooklyn Lab School
Brooklyn School for Global Studies
Brooklyn School for Music & Theatre
Brooklyn Studio Secondary School
Brooklyn Theatre Arts High School
Brownsville Academy High School
BUSINESS OF SPORTS SCHOOL
Central Park East High School
Channel View School for Research
Coalition School for Social Change
Cypress Hills Collegiate Preparatory School
East New York Family Academy East-
West School of International Studies
Frederick Douglass Academy II Secondary School
George Washington Carver High School for the Sciences
Green School: An Academy for Environmental Careers
Health Opportunities High School
High School for Civil Rights
High School for Law Enforcement and Public Safety
High School for Medical Professions
High School of Arts and Technology
Mathematics, Science Research and Technology Magnet High School
N.Y.C. Museum School
New Design High School
New Heights Academy Charter School
Pace High School
Park East High School
Performing Arts and Technology High School
Queens Vocational and Technical High School
Ralph R. McKee Career and Technical Education High School
Repertory Company High School for Theatre Arts
School for International Studies
School of the Future High School
Science, Technology and Research Early College High School at Erasmus
The College Academy
The Marie Curie School for Medicine, Nursing, and Health Professions
The Urban Assembly School for Law and Justice
University Heights Secondary School
Urban Assembly New York Harbor School
William E. Grady Career and Technical Education High School

Wings Academy

World Academy for Total Community Health High School

Young Women's Leadership School, Queens