

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

Posted Date: January 28, 2015  
Deadline: March 3, 2015

**PER SESSION VACANCY CIRCULAR # 244**

**2015**

**PLEASE POST**

(CONTINGENT UPON FUNDING)

**THIS CIRCULAR CONTAINS NOTICE OF MULTIPLE POSITIONS ASSOCIATED WITH THE SCORING OF THE 2015 GRADES 3-8 ELA & MATH NY STATE EXAMS. EACH POSITION IS FOR A CONTENT TRAINER POSITION FOR EXAMS IN EITHER ELA *OR* MATH, FOR EITHER ELEMENTARY *OR* MIDDLE SCHOOL GRADE LEVELS. APPLICANTS MAY APPLY FOR ONE OR MORE POSITION(S).**

**POSITIONS:** Teachers to serve as **Content Trainers** for scoring of the 2015 Grades 3-8 ELA and Math NYS Common Core exams.

<u>EXAM</u>	<u>EXPECTED DATES*</u>	<u>EXPECTED HOURS</u> <i>(Not Guaranteed)</i>	<u>EXPECTED # OF OPENINGS</u> <i>(Not Guaranteed)</i>
ELA – Elementary School Grades (3-5)	April 18 – May 1	67	XX
ELA – Middle School Grades (6-8)	April 18 – May 1	67	XX
MATH – Elementary School Grades (3-5)	May 2 – 10	47	XX
MATH – Middle School Grades (6-8)	May 2 – 10	47	XX

*\*Note that dates are subject to change.*

**LOCATION(S):** Various sites throughout New York City. See [bit.ly/ELAMathSites2015](http://bit.ly/ELAMathSites2015) for a list of scoring locations for each exam.

**ELIGIBILITY:** New York City Department of Education licensed and appointed teachers.

**SELECTION CRITERIA:**

- All candidates must:
  1. Be available to attend the full training and scoring commitment for the particular position, as shown in the expected scoring schedule ([bit.ly/ELAMathPerSessionCalendar2015](http://bit.ly/ELAMathPerSessionCalendar2015)). Training or scoring which occurs on school days will start at 4pm; training or scoring which takes place on weekend dates will start at 8:30am. Content Trainers who are absent from training or scoring or arrive at the scoring site late will be released from the assignment.
  2. Be working under either a preferred or qualifying appointed license for the activity. For a list of preferred and qualifying licenses, see [bit.ly/ELAMathPerSessionLicenses](http://bit.ly/ELAMathPerSessionLicenses).
  - 3A. For Content Trainer positions for elementary school grades: are currently scheduled in STARS as teaching grades K-5 or assigned as a teaching/achievement coach.
  - 3B. For Content Trainer positions for middle school grades: are currently scheduled in STARS as teaching grades 6-12 or assigned as a teaching/achievement coach.
  4. Be rated Satisfactory, Highly Effective, Effective, or Developing; applicants with an Unsatisfactory or Ineffective rating are not eligible for the activity.
- Applicants will be considered in the following order:
  1. Candidates who receive a nomination from a (Borough) Assessment Implementation Director.
    - Nominations must 1) be submitted directly to [elamath@schools.nyc.gov](mailto:elamath@schools.nyc.gov), 2) originate from a (Borough) Assessment Implementation Director's NYCDOE email account, 3) include a brief description of the applicant's qualifications, and 4) be received by 11:59pm on February 27 to receive consideration.
  2. Candidates who are appointed to the Content Trainer position during scoring of the respective 2015 ELA or math exam during the school day.
  3. Candidates with familiarity of and experience in the following:
    - The ability to lead training for scorers through providing clear guidance on application of the scoring rubric to student responses, answering and providing clarity on questions related to scoring, and monitoring scoring to assure that protocols are being followed.
    - Ability to/experience in effectively engaging an audience to lead a professional development activity and deliver training.

**DUTIES AND RESPONSIBILITIES:** Content Trainers will be responsible for the following duties, which will be assigned at the discretion of the Site Supervisor:

- **Content Training:** turn-keying the ELA or math scoring rubric(s) to scorers in accordance with NYSED policy. Note that some Content Trainers will be chosen to attend a full-day training session during the school day preceding the start of scoring.
- **Quality Assurance:** answering questions during scoring and assuring that all tests are being scored according to set protocols and at a pace that will ensure the grading of all tests in a timely manner.
- **Administrative Support:** communicating with NYCDOE personnel regarding questions about scoring rubrics and assisting with coordination of the scoring activities.

**WORK SCHEDULE:** See [bit.ly/ELAMathPerSessionCalendar2015](http://bit.ly/ELAMathPerSessionCalendar2015) for the expected work schedule. Note that dates and hours are estimated, are subject to change, and are not guaranteed. **In order to maintain continuity and consistency of scoring, applicants must be available for the all expected dates and hours of the activity in order to accept the position.**

**SALARY:** As per current Collective Bargaining Agreement.

**APPLICATION:** All applications must be submitted online at <https://www.nycenet.edu/offices/dhr/elamath>. Applicants selected for the positions will be notified via their NYCDOE email. Contact [elamath@schools.nyc.gov](mailto:elamath@schools.nyc.gov) with questions.

Selected applicants will be given an OP-175 application to fill out prior to the commencement of the activity

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 Janniello PHD

**2014-15 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, 2014 and June 30, 2015, 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 – 2014-2015

## Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations>. 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<sup>st</sup> **through** June 30<sup>th</sup>.
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<sup>st</sup> 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.***