THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET - Brooklyn, NY 11201

Post Date: May 9, 2014
Deadline: June 25, 2014

PER SESSION VACANCY CIRCULAR # 416, Summer 2014 Please Post.
(Subject to Budget Availability)

POSITIONS: **Principal Facilitators for the Assistant Principal Institute, 2014-15:** Current Principals to facilitate work with cluster team on instructional practices to improve leadership and facilitative skills that will impact teacher practice and student outcomes, and prepare participants for leadership roles (***up to 5 positions***).

LOCATION: Meeting sessions: CSA Headquarters, 40 Rector Street, NY, NY; School visits: Cluster-team selected schools

ELIGIBILITY: Appointed New York City Department of Education Educational Supervisors with expertise in facilitative strategies for leading teams.

SELECTION CRITERIA:
Preference will be given to applicants with the following:

- Endorsement of Cluster and Network Leaders
- Sophisticated degree of knowledge and understanding regarding Principal Evaluation system, Quality Review Indicators & K-12 Common Core State Standards
- Well-versed in DOE initiatives, including Teacher Effectiveness and Citywide Instructional Expectations
- Experience in analyzing multiple streams of data to inform instruction
- Experienced in a variety of pedagogical practices to support all learners including Special Ed and ELL Familiarity with current teacher effectiveness initiatives/knowledge of current research in education
- Excellent interpersonal, oral and written communication skills
- Experience in leading or participating in Inquiry Teams/Instructional Rounds; knowledge of case study method
- Strong facilitation skills; well-versed in articulating learner-centered problems and problems of practice

DUTIES AND RESPONSIBILITIES: The work of facilitator at the Assistant Principal Institute (API) is to:

- Collaborate in creating curriculum with lead facilitator & colleagues; use current protocols to model with group
- Lead sessions on strengthening student outcomes & school culture, & personal, instructional and facilitative leadership
- Guide, organize and facilitate school level school site visits at host schools during specified time windows
- Provide constructive feedback to educators according to established protocol
- Attend group sessions monthly to discuss readings, inquiry findings and share effective practices
- Attend monthly Facilitator Overview Sessions to go over API curriculum

WORK SCHEDULE: **August 2014 – May 2015, ten Thursdays from 1:30 - 5:30**. Ten 3-hour class sessions with APs (plus preparation and debrief time), **September 18, October 16, November 13, December 11, January15, February 12, March 19, April 23, May 7, and May 28 (paid time deemed as per sessionable dependent on individual's work schedule);** Ten 2 -hour facilitator overview sessions, one Wednesday and nine Thursdays from 4:00 – 6:00: **September 10, October 9, November 6, December 4, January 8, February 5, March 5, April 16, April 30, May 21; exact** time to be determined (24 hours); Four 2-hour school-based meetings, exact dates to be announced (8 hours); not to exceed 50 hours altogether.

SALARY: As per current Collective Bargaining Agreement $43.93 or the most current contractual rate.

APPLICATION: Please send a short letter of interest; resume and OP 175 (in the schools and on DHR Website) by U.S postal service mail to:

NYCDOE - Office of Leadership
52 Chambers St., Room 315
New York, NY 10007
Attn: Julie Conason/API Application

All materials must be received by **5:00 p.m. EST on June 25, 2014.** If you have any questions about the application process, please contact Julie Conason, Director of Collaborative Leadership, at JConaso@schools.nyc.gov

If you have any questions about the application process, please contact Julie Conason by emailing JConaso@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/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*

Attachment 1

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

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 1st ***through*** June 30th.
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 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.
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.***