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

Post date: November 21, 2013
Deadline: December 6, 2013

PER SESSION VACANCY CIRCULAR # 168, 2013-2014 Please Post

(Subject to Funding Availability)

ACTIVITY: Teacher training for Advanced Placement (AP) English Literature 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 English Literature from schools participating in NYC Advanced Placement Expansion Initiative (see attached school list)

LOCATION: Murry Bargtraum 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 English Literature in eligible AP Expansion Initiative course and high schools.

SELECTION CRITERIA:

1. Documented record of excellent attendance and punctuality
2. Excellent classroom management skills
3. Currently teaching Advanced Placement English Literature in eligible course and schools
4. Knowledge of Advanced Placement English Literature content and curricula
5. An understanding of, and sensitivity to, the needs of first-time Advanced Placement students
6. Knowledge of Advanced Placement English Literature 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 12/7, 1/11, 3/1 and 4/5. Total of (20 hrs)

APPLICATION INSTRUCTIONS: Please submit an op-175 per session application (attached), cover letter, resume, letter of recommendation from your principal and a copy of your Department of Education license must be received by close of business on **December 6, 2013** to arudolfo@schools.nyc.gov with subject line" APEX Per Session Student Study Sessions/English Literature"

If you have any questions concerning this activity, please e-mail arudolfo@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***

Department of Education
Dennis M. Walcott, Chancellor

Chancellor's Regulation C-175

Attachment 1

2011-12 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, 2011 and June 30, 2012, 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

Department of Education
Dennis M. Walcott, Chancellor

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

School	Course
Astor Collegiate Academy	Biology
Bronx Lab School	Biology
Brooklyn Academy of Science and the Environment	Biology
Brooklyn Collegiate: A College Board School	Biology
Brooklyn Lab School	Biology
Brooklyn Theatre Arts High School	Biology
Channel View School for Research	Biology
Coalition School for Social Change	Biology
Health Opportunities High School	Biology
High School for Civil Rights	Biology
High School for Medical Professions	Biology
High School of Arts and Technology	Biology
Mathematics, Science Research and Technology Magnet High School	Biology
N.Y.C. Museum School	Biology
Ralph R. McKee Career and Technical Education High School	Biology
Repertory Company High School for Theatre Arts	Biology
Science, Technology and Research Early College High School at Erasmus	Biology
The College Academy	Biology
The Marie Curie School for Medicine, Nursing, and Health Professions	Biology
University Heights Secondary School	Biology
William E. Grady Career and Technical Education High School	Biology
World Academy for Total Community Health High School	Biology
Young Women's Leadership School, Queens	Biology
Young Women's Leadership School, Queens	Biology
Academy for Young Writers	Calculus AB
Bronx School of Law and Finance	Calculus AB
Brooklyn Academy of Science and the Environment	Calculus AB
Brooklyn Collegiate: A College Board School	Calculus AB
Brooklyn School for Global Studies	Calculus AB
Frederick Douglass Academy VI High School	Calculus AB
High School for Medical Professions	Calculus AB
Park East High School	Calculus AB
Park East High School	Calculus AB
Performing Arts and Technology High School	Calculus AB

Queens Vocational and Technical High School	Calculus AB
Repertory Company High School for Theatre Arts	Calculus AB
Urban Assembly New York Harbor School	Calculus AB
W. H. Maxwell Career and Technical Education High School	Calculus AB
Young Women's Leadership School, Queens	Calculus AB
Academy for Young Writers	English Language
Business of Sports School	English Language
Academy for Young Writers	English Literature
Academy for Young Writers	English Literature
Alfred E. Smith Career and Technical Education High School	English Literature
Automotive High School	English Literature
Automotive High School	English Literature
Brownsville Academy High School	English Literature
Brooklyn Lab School	English Literature
Brooklyn School for Music & Theatre	English Literature
Brooklyn Theatre Arts High School	English Literature
Channel View School for Research	English Literature
Coalition School for Social Change	English Literature
Cypress Hills Collegiate Preparatory School	English Literature
East New York Family Academy	English Literature
East-West School of International Studies	English Literature
EBC High School for Public Service–Bushwick	English Literature
George Washington Carver High School for the Sciences	English Literature
Green School: An Academy for Environmental Careers	English Literature
New Design High School	English Literature
Ralph R. McKee Career and Technical Education High School	English Literature
School of the Future High School	English Literature
Science, Technology and Research Early College High School at Erasmus	English Literature
The College Academy	English Literature
University Heights Secondary School	English Literature
Urban Assembly New York Harbor School	English Literature
W. H. Maxwell Career and Technical Education High School	English Literature
William E. Grady Career and Technical Education High School	English Literature
Wings Academy	English Literature
World Academy for Total Community Health High School	English Literature
World Academy for Total Community Health High School	English Literature
Young Women's Leadership School, Queens	English Literature
	English Literature

August Martin High School	Environmental Science
Automotive High School	Environmental Science
Automotive High School	Environmental Science
Bronx High School for Writing and Communication Arts	Environmental Science
Brooklyn Studio Secondary School	Environmental Science
Business of Sports School	Environmental Science
Central Park East High School	Environmental Science
Channel View School for Research	Environmental Science
East New York Family Academy	Environmental Science
East-West School of International Studies	Environmental Science
Frederick Douglass Academy II Secondary School	Environmental Science
Frederick Douglass Academy VI High School	Environmental Science
George Washington Carver High School for the Sciences	Environmental Science
N.Y.C. Museum School	Environmental Science
New Heights Academy Charter School	Environmental Science
New Heights Academy Charter School	Environmental Science
Pace High School	Environmental Science
Park East High School	Environmental Science
School for International Studies	Environmental Science
School of the Future High School	Environmental Science

The College Academy	Environmental Science
The Urban Assembly School for Law and Justice	Environmental Science
Astor Collegiate Academy	Statistics
Astor Collegiate Academy	Statistics
August Martin High School	Statistics
Bronx Latin	Statistics
Brooklyn Lab School	Statistics
Central Park East High School	Statistics
Cypress Hills Collegiate Preparatory School	Statistics
Bronx High School for Writing and Communication Arts	US History
Bronx High School for Writing and Communication Arts	US History
Bronx Latin	US History
Brooklyn Lab School	US History
Brooklyn School for Music & Theatre	US History
Business of Sports School	US History
Channel View for Research	US History
Coalition School for Social Change	US History
East New York Family Academy	US History
Frederick Douglass Academy II Secondary School	US History
Health Opportunities High School	US History
High School for Civil Rights	US History
High School for Law Enforcement and Public Safety	US History
High School of Arts and Technology	US History
Mathematics, Science Research and Technology Magnet High School	US History
N.Y.C. Museum School	US History
New Design High School	US History
Pace High School	US History
Park East High School	US History
School for International Studies	US History
Science, Technology and Research Early College High School at Erasmus	US History
The College Academy	US History
The Marie Curie School for Medicine, Nursing, and Health Professions	US History
	US History

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.***