

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

Post Date: October 23, 2014
Deadline: November 18, 2014

PER SESSION VACANCY CIRCULAR # 120,

2015

Please Post

OFFICE OF ADULT AND CONTINUING EDUCATION
(PENDING FUNDING AVAILABILITY - Positions are 100% Reimbursable)

POSITION: NYC RAEN Supervisor of Assessment Training (Approximately 5 positions)

REPORTS TO: NYC RAEN Director

LOCATION: Adult Education Programs throughout the five boroughs

ELIGIBILITY: NYCDOE Licensed and Appointed Supervisor that has been rated Satisfactory

KEY RELATIONSHIPS:

Work collaboratively with RAEN Director, Program Support Manager, Communications Coordinator, and Communications Associate and Instructional Technology Specialist.

SELECTION CRITERIA:

- Trained Common Core Fellow or experienced Common Core professional development provider.
- Strong knowledge of TASC & TASC related content
- Experienced training adult education providers.
- Knowledge of NYC RAEN and adult education.
- Knowledge of Literacy Information and Communications System (LINCS) evidence-based instructional materials.
- Familiar with Best Plus, Best Literacy, and TASC assessments
- Strong working knowledge of MS Outlook, Word, Excel, Power Point and use of the Internet.
- Excellent oral and written communication skills.
- Ability to work independently and manage multiple responsibilities simultaneously.
- Outstanding interpersonal and teamwork skills.
- Ability to critically assess challenges and identify effective solutions.
- Flexible, optimistic and committed to overcoming challenges.
- Flexibility and comfort with ambiguity.
- Able to thrive in a fast-paced, deadline-driven environment.

DUTIES & RESPONSIBILITIES:

- Provide ESOL and Civics professional development to include evening and Saturday sessions at various sites throughout NYC to RAEN programs' staff
- Work with other team members in developing curriculum aligned to adult education in ESOL and Civics education.
- Guide program managers and teachers in developing CCLS aligned lessons, units of study, and end-of-units assessments in ESOL and Civics education.
- Guide program managers and teachers in the use of research-based strategies i.e. Charlotte Danielson Framework for Effective Teaching, Quality Teaching of English Language Learners (QTLL), Webb's Depth of Knowledge framework, and Tri-State Rubric
- Review resources on Engage NY and ARIS to identify resources in ESOL and civics education that can be utilized in adult education.
- Compile best pedagogical strategies for NYC RAEN teachers and program managers.
- Identify and capture local and national best practices.
- Develop solutions to address the needs of ESOL and Civics education at the adult education level.
- Work with subject matter experts within content areas to ensure there is an appropriate focus on research and best practices with ESOL and Civics education, and that those best practices are accessible to NYC RAEN teachers and program managers.
- Serve as an advocate for ESOL and Civics initiatives within and beyond the community of practitioners.
- Collaborate with RAEN Program Support Manager to schedule trainings
- Collaborate with RAEN Communications Coordinator to appropriately document trainings.
- Collaborate with RAEN Communications Coordinator in preparing NYSED documentation and certificates of participation for trainees.
- Submit copies of evaluations to the RAEN Communications Coordinator within two (2) days of the completion of training.

- Collaborate with RAEN Program Support Manager and RAEN Director regarding training supplies needed.
- Must participate in professional growth opportunities as required or recommended.

SALARY: As per the current contractual per session rate

SCHEDULE: Day, evenings, and Saturdays as required. Dates will be collaboratively determined with RAEN staff approximate number of hours 50-75

APPLICATION: Application Form OP175, license and resume must be submitted by **November 18, 2014.** Applications will only be accepted via email to RAENHR@RAENNYC.ORG

If you have any questions about this activity, please e-mail: RAENHR@RAENNYC.ORG

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 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 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.***