

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

**Posted Date: September 21, 2016**

**Deadline: June 30, 2017**

**PER SESSION VACANCY NOTICE # 596**

**2016 – 2017**

**PLEASE POST**

---

**(CONTINGENT UPON FUNDING)**

**POSITION:** Content Leadership Team: Supervisor, **(Approximately 5-8 positions)**

**LOCATION:** Adult Education Schools/Programs throughout the five boroughs

**ELIGIBILITY:** NYCDOE Licensed and Appointed Supervisors with a valid NY State Certification

**SELECTION CRITERIA:**

- Current service as an Supervisor with the New York City Department of Education
- Experienced as an Supervisor in OACE
- Knowledge of Math, Literacy, Science, Social Studies and ESL content
- Knowledge of EMPower Mathematics
- Familiarity with Common Core Learning Standards
- Exceptional leadership and collaborative skills
- Willingness to reflect on and share practice
- Strong word processing and writing skills
- Extensive knowledge of TABE, Best Plus, and Best Literacy assessments
- Familiarity with a wide array of resources and instructional tools
- Experience collaborating with supervisors and teachers

**DUTIES & RESPONSIBILITIES:**

- Examine Common Core Learning Standards and relevant theories for adult learning
- Analyze a range of resources to determine core skills by BE and ESL levels
- Identify core competencies and content skills for Math, Literacy, Social Studies, Science and ESL core content areas
- Align lessons, units of study, and end-of-unit tasks with Math, Literacy, Social Studies, Science, ESL Common Core Learning standards
- Utilize NYCDOE-vetted tools i.e. the Charlotte Danielson Framework for Effective Teaching, Webb's Depth of Knowledge framework, and Tri-State Rubric for evaluating curriculum
- Utilize Engage NY to develop topics, instructional objectives and appropriate activities with Math, Literacy, Social Studies, Science and ESL Common Core Learning Standards
- Serve as instructional role models for program staff by leading professional development sessions and serve as informal mentors
- Assess the effectiveness of tools and resources currently in use at OACE
- Determine appropriate texts using NRS benchmarks for BE and ESL courses
- Develop course curricula for 2016-2017 school year
- Design professional development for the 2016-2017 academic year
- Engage in a variety of Common Core-aligned tasks
- Review and revise OACE instructional expectations as necessary
- Identify and gather resources for all levels
- Build a culture of peer learning and support through a collaborative structure to visit peer classrooms and examine student work to refine units and lessons.

**SALARY:** Current contractual per session rate

**SCHEDULE:** October 24, 2016 – June 30, 2017 **(approx. 50 hours)**

**APPLICATION:**

Please Email resume and OP175 to:

Jean Peña, HR Manager  
[Jpena20@schools.nyc.gov](mailto:Jpena20@schools.nyc.gov)  
Office of Adult and Continuing Education  
475 Nostrand Avenue, Brooklyn, New York 11216

**PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION**

If you have questions concerning this advertisement e-mail [Jpena20@schools.nyc.gov](mailto:Jpena20@schools.nyc.gov).

**Note:** 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 BY:** *Peter Janniello Ph. D.*

Division of Human Resources

**2016-17 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 400 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, 2016 and June 30, 2017, 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 400? Yes \_\_\_\_ No \_\_\_\_

5. If yes, have you submitted a waiver request to exceed the 400 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 given 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, and/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 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.***