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

Posted Date: October 19, 2016
Deadline: December 22, 2016

PER SESSION VACANCY NOTICE # 625 **2016 – 2017** **PLEASE POST**

(CONTINGENT UPON FUNDING)

POSITION: Assistant Principal of Summer Arts Institute- Planning and Site Supervision for Summer School Program in Dance, Theater, Film, Instrumental Music (Band and Orchestral Strings), Visual Arts, Vocal Music (**One position**). Reports to Arts Office Summer Arts Institute Supervisor.

LOCATION: Planning offsite at NYCDOE (52 Chambers Street and 333 7th Avenue, Manhattan); Site Supervision at Frank Sinatra School of the Arts (Astoria, Queens)

ELIGIBILITY: New York City Department of Education licensed supervisor, 2 or more years satisfactory experience as a supervisor of visual and performing arts programs at the middle and/or high school level

SELECTION CRITERIA:

1. 2 or more years satisfactory experience supervising arts teachers, managing visual and performing arts programs, and organizing gallery shows and performances
2. 2 or more years satisfactory experience supporting the development of arts curriculum and securing educational and studio materials
3. Thorough knowledge of the New York State Standards for the Arts and the *Blueprint for Teaching and Learning in the Arts Grades PreK-12*
4. 2 or more years satisfactory experience working with cultural arts partners to support arts studio learning goals
5. Ability to work collaboratively with Executive Director, Artistic Director and Executive Committee to frame and shape the Institute
6. Familiarity with all DOE rules and regulations, purchasing and payroll procedures, ATS, building permit procedures and student health, safety, and discipline protocols

DUTIES AND RESPONSIBILITIES:

1. Work collaboratively with Executive Director to supervise teachers and teaching artists in Dance, Theater, Film, Instrumental Music (Band and Orchestral Strings); Visual Arts, and Vocal Music.
2. Observe and provide feedback on studio instruction and repertoire.
3. Lead faculty meetings with Executive Director.
4. Hire and supervise studio interns.
5. Manage relationships with program cultural partners, teaching artists, interns and other outside partners.
6. Oversee Institute programming including scheduling, program structure, SAI final performance and exhibition.
7. Identify and assist with planning and oversight of guest artists, master classes for students, and field trips to performances and exhibitions.
8. Supervise faculty in development and implementation of curriculum in studio activities in Dance, Theater, Film, Instrumental Music (Band and Orchestral Strings), Visual Arts, and Vocal Music studios.
9. Work with SAI Supervisor, faculty, and support staff to coordinate and produce final student performance and gallery show.
10. Post-Institute: Break-down of office and classroom spaces at site, wrap up communications with staff, host site, and participating families, debrief meetings with Executive Committee and cultural partners, analyze student and parent feedback, and debrief with OASP and cultural arts partners.

WORK SCHEDULE:

- February 2017 - October 2017
- Pre and post Institute Schedule: Flexible (after-school) hours, Monday – Friday, some weekends and vacation days to be determined (Up to 225 hours)
- Institute Schedule: late June through mid-August, dates to be determined, 8 a.m. – 4 p.m., Monday- Friday (Up to 280 hours)

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

APPLICATION:
Application Form OP-175 (Available in the schools and DHR Website), cover letter, resume and a copy of your Department of Education license must be received on or before **December 22, 2016.** Send to:

Paul L. King, Executive Director
Office of Arts and Special Projects
4360 Broadway, Room 523
New York, New York 10033
Attention: **Summer Arts Institute**

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION

If you have questions concerning this advertisement e-mail Callie McGlone at cmcglone2@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 Ianniello 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 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.***