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

Posted Date: December 5, 2016
Deadline: June 30, 2017

PER SESSION VACANCY NOTICE # 705 **2016 – 2017** **PLEASE POST**

(CONTINGENT UPON FUNDING)

POSITIONS: **School Team Administrator (DCC Cohort) 2016-17:** Current Principals and Assistant Principals to facilitate work with 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 28 positions***).

LOCATION: Meeting sessions: Various school locations to be determined

ELIGIBILITY: Appointed New York City Department of Education Principals and Assistant Principals who have experienced previous leadership training and are currently participating in the District-Charter Collaborative in 2016-17; expertise in facilitative strategies for leading teams.

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

- Sophisticated degree of knowledge and understanding regarding Principal Evaluation system, Quality Review Indicators & K-12 Common Core State Standards
- Well-versed and knowledgeable in DOE initiatives, including District-Charter Collaborative and Citywide Instructional Expectations
- Experience in analyzing multiple streams of data to inform instruction and decision making
- Experienced in a variety of pedagogical practices to support all learners including Students with Disabilities and English Language Learners
- 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 and Professional Learning Communities Strong skills in the facilitation of adult learning; well-versed in articulating learner-centered problems and problems of practice

DUTIES AND RESPONSIBILITIES:
The work of the School Teacher Administrator is to:

- Communicate to staff and stakeholders about participation in the District-Charter Collaborative and initiatives that result from participation
- Partner with District-Charter Facilitator, to plan and implement intervisitations, inquiry work, and leadership development
- Lead the school professional learning community in working to improve educator practice and student outcomes through cycles of learning
- Create and implement action plans to incorporate learnings from school visits, PLC meetings, and professional development
- Set and monitor specific goals for school improvement that are aligned to school priorities
- Collect and analyze data to measure the impact of implemented strategies and initiatives and progress toward school goals
- Attend monthly visits to partner schools and provide constructive feedback according to established protocol
- Participate in all applicable professional development provided through the District-Charter Collaborative as well as all program-wide training and events
- Participate in resource sharing with partner schools and the broader DOE community
- Collaborate in creating systems and protocols that build capacity Plan, organize and host school site visits for partner schools
- Attend the annual knowledge sharing event
- Provide periodic program feedback to the District-Charter Collaborative central team

WORK SCHEDULE:
January 2017 – June 30, 2017 approximately 48 hours. Exact Schedule TBD

SALARY: As per current Collective Bargaining Agreement $47.30 or the most current contractual rate.

APPLICATION:

Please send your cover letter, resume and OP 175 (in the schools and on DHR Website) to Rachel Hughes at: RHughes9@schools.nyc.gov with your school's DBN, your name and title in Subject Line (i.e.: District\Borough\School Number – i.e. 01M001 – Mary Jones, Teacher).

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION

If you have any questions regarding this advertisement, please contact Rachel Hughes at: RHughes9@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

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at http://schools.nyc.gov/OEO

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, 2015 and June 30, 2016, 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 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.***

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