

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

Posted Date: December 6, 2016

Deadline: January 31, 2017

PER SESSION VACANCY NOTICE # 706

2016 – 2017

PLEASE POST

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(CONTINGENT UPON FUNDING)

**POSITION:** Teaching Academy Lead Collaborative Coach

**LOCATION:** 07X296; 07X223; 09X324; 09X323; 09X303; 09X251; 09X022; 10X331; 11X089; 11X508; 32K549; 32K562; 23K514; 20K220; 19K662; 23K671; 19K422; 04M555; 06M052; 06M319; 03M421; 75M079; 75K369; 75K373; 75K053; 75X352; 75X721; 75X012; 75X176

**ELIGIBILITY REQUIREMENTS:**

- Experienced teacher with a minimum of three (3) years of teaching experience in an urban setting.
- 1+ years experience in a teacher leadership role including, but not limited to, Mentor Teacher, Lead Teacher, Cooperating Teacher, NYCTF Summer Staff, Peer Collaborative Teacher, Model Teacher, Master Teacher, NYCTC Coach, NYCTC Site Manager.

**SELECTION CRITERIA:**

**Teaching skills:**

- Possesses deep content knowledge in assigned subject(s)
- Creates a positive, productive classroom culture
- Demonstrates effective classroom management
- Uses a variety of effective/high quality instructional strategies
- Differentiates instruction and assessment
- Experience with backwards design framework in long term and unit planning process
- Uses student data to inform decisions around planning, preparation, instruction, and assessment
- Consistently plans strong objective driven, student focused lessons
- Designs high quality instructional activities and assessments
- Has used video and the Danielson Framework for Teaching as tools for self-evaluation and growth as a teacher

**Coaching/Leadership Skills:**

- High energy collaborator with the drive necessary to be a key player in launching a new program.
- Experience and success coaching/mentoring adults a must; knowledge of specific coaching/mentoring skills preferred.
- Clearly describes research-based instructional best practices
- Is open to using cognitive, facilitative, and instructional coaching methods
- Models habits of continuous improvements
- Evidence of logical and critical thinking skills and strong written and oral communication skills
- Evidence of effective use of organizational skills and time management in other activities
- Evidence of working successfully in teams or cooperative settings
- Evidence of ability to reflect on feedback and adjust professional practice when necessary
- Consistent and reliable access to email, phone, and the Internet.
- Ability and willingness to learn new technology to collect data, analyze results, and plan next steps.
- Ability to build investment of people without formal supervisory relationships.
- Exemplary problem solving skills and ability to mediate complex relationships.

**DUTIES/ RESPONSIBILITIES:**

- Investment in Teaching Academy (TA) model and goals
- Investment in the success of up to 10 Collaborative Coaches (CC) and up to 10 Pre-Service Teachers (PST) at TA

### **Training and Facilitation**

- Model consistent habits of continuous improvement by being open to observations and feedback and continually improving own practice as a teacher leader.
- Complete 6 hours of Teaching Academy pre-spring training and orientation webinar sessions in December
- Attend monthly Lead Coach PD from January- June (Date/Times TBD)
- Support CCs at TA to ensure PSTs are making progress towards goals by:
  - Observing CCs modeling and feedback practices bi-monthly
  - Providing bi-monthly feedback and ongoing support to CCs
  - Facilitating site based training sessions of CCs
- Support PST development by:
  - Facilitating skill-building sessions at the TA
  - Observing trends in performance

### **Communication and Implementation**

- Serve as the liaison between Office of Teacher Recruitment and Quality (TRQ) and TA staff and PSTs
- Serve as primary point person for CCs and PSTs on all programmatic matters and troubleshoot as needed
- Develop and sustain investment of school administration and participants in Teaching Academy and PST success
- Provide regular updates on TA happenings with school administration and TRQ
- Manage school related logistical matters, including but not limited to PST attendance and CC per session collection and submission
- Collect data and participate in data analysis related to PST performance at school site and program-wide
- Provide ongoing feedback about the program to TRQ

### **Performance Management**

- Communicate expectations for successful program participation to CCs and PSTs. Hold all participants to high standards, and provide remediation as needed.
- Implement Performance Improvement Plans for PSTs with input from CC, TRQ, and University Field Supervisors.
- Support CCs in ensuring PSTs are making progress towards goals as outlined in scope and sequence
- Provide individual and/or small group remediation opportunities to PSTs on Performance Improvement Plans
- Provide opportunities for CCs and PSTs to voice their thoughts/opinions/concerns and work with TRQ to identify effective solutions
- Enforce Teaching Academy goals and expectations, including deadlines

\*\*Hiring offer is subject to revocation if applicant does not demonstrate proficiency in the Teaching Academy Lead Coach skills at the conclusion of the Teaching Academy Lead Coach pre-spring training as determined by the Office of Teacher Recruitment and Quality team. \*\*

**SALARY:** As per Collective Bargaining Agreement

### **WORK SCHEDULE\*:**

18 hours: Teaching Academy Lead Coach Sessions at Training Rate (*December-June*) (TN)

2-5 hours per week (from January through June) for the following at Per Session Rate (TR):

- Facilitating Site Based Training Sessions for Collaborative Coaches
- Oversee programming and site experience for Pre-Service Teachers
- Supporting Site Based Collaborative Coaches

*\*May include Saturdays (December-June)*

### **APPLICATION INSTRUCTIONS:**

To apply please complete this survey: <https://goo.gl/forms/mmAMEPt3an1RDA313>. Additionally, please email a resume, cover letter, unit plan and lesson plan to: [submit@nyc tcp.org](mailto:submit@nyc tcp.org)

### **Demonstrate your interest in and qualifications for the Teaching Academy Lead Coach position by including:**

- Cover letter including your response to these prompts:
  - What experiences and skills make you a strong candidate to support the growth and development of both pre-service teachers and Collaborative Coaches? Why?

- In what ways do you see the Teaching Academy Lead Coach role improving your practice as a teacher leader?
- In what ways do you see the Teaching Academy Lead Coach role improving teacher performance and student success at your school?"
- Resume
- Lesson Plan
- Unit Plan
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**PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION**

If you have any questions regarding this advertisement, please contact: [submit@nyctcp.org](mailto:submit@nyctcp.org)

**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 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.***