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

Post Date: September 30, 2014
Deadline: October 29, 2014

PER SESSION VACANCY CIRCULAR # 79, 2014-2015 PLEASE POST

(CONTINGENT UPON FUNDING)

THIS CIRCULAR CONTAINS NOTICE OF MULTIPLE POSITIONS ASSOCIATED WITH THE SCORING OF THE 2015 JANUARY REGENTS EXAMS. EACH POSITION IS ASSOCIATED WITH A SINGLE REGENTS EXAM. APPLICANTS MAY APPLY FOR ONE OR MORE POSITION(S).

POSITIONS: Supervisors as Lead Content Trainers to turn-key training for scoring of the January 2015 New York State Regents assessments. (Up to 30 positions.)

LOCATION(S): Various sites throughout New York City.

ELIGIBILITY: New York City Department of Education intermediate/high school licensed and appointed supervisors.

SELECTION CRITERIA:

- Available to attend all Lead Content Trainer training sessions after school on December 17th and January 7th at the High School of Economics & Finance (02M489) in lower Manhattan.
- Available to lead Regents distributed scoring site management training for Content Trainers on January 13th or January 14th at a location TBD.
  - Training for the Living Environment, ELA CCLS, Algebra I CCLS, Global History and Geometry exams will be delivered during the school day.
  - Training for the Comprehensive English exam will be delivered during the school day AND after school hours.
  - Training for the Physics, Integrated Algebra, US History, Earth Science, Chemistry and Algebra 2/Trigonometry exams will be delivered after school hours ONLY.
- Familiarity with the New York State Standards and Common Core Learning Standards, and the format of New York State content assessments in High School Regents exams. Background in Regents content areas as well as performance responses and rubrics preferred.
- *Applicants who submit the below Letter of Recommendation from a direct supervisor (who has the authority to release the applicant from school for training and scoring) are eligible to receive preference if they obtain a minimum score of 20 points on the recommendation form.*
- Previous experience in scoring the specific Regents content assessment area preferred.
- Previous or current content instructional preparation in the associated Regents exam.
- Experience leading and/or creating professional development activities related to the various content areas preferred.
- Demonstrated qualities of organizational skills and the ability to work well in groups and lead adults.
- Applicants with an unsatisfactory or ineffective rating are not eligible to be selected for this activity.

DUTIES AND RESPONSIBILITIES:

- Responsible for attending two Lead Content Trainer training sessions after school hours (dates listed above) to prepare for the facilitation of content training.
- Required to be familiar with state provided and centrally developed training materials and be prepared to lead trainings and field questions from participants.
- Responsible for managing and leading training sessions for up to 60 participants in certified content area for all Content Trainers citywide.
- Responsible for guiding Content Trainers through sample norming scenarios using a set of protocols and monitoring comfort with their facilitation of that process.
- Able to observe participant engagement and ability to follow materials and adjust training or support according to group and individual needs.
- Responsible for providing content specific considerations during training and answering questions related to content area.
- Responsible for vetting participants' preparedness for delivering scoring trainings.
- *All Lead Content Trainers (LCTs) are expected to serve as Content Trainers (CTs) during scoring of the applicable exam.*

WORK SCHEDULE: *Up to 9 hours, as outlined below:*
Required trainings after school hours on December 17th and January 7th (3 hours each).
Required facilitation sessions during the school day and/or after school on either January 13th or January 14th (up to 3 hours).
In order to maintain continuity and consistency of scoring, applicants must be available for the full expected dates and hours of the activity in order to accept the position. All LCT applicants are expected to serve in the CT role during exam scoring.

SALARY: As per current Collective Bargaining Agreement.

APPLICATION: All applications must be submitted online at https://www.nycenet.edu/offices/dhr/regents. All Applicants must also fill out the attached Letter of recommendation and follow the instructions on how to submit it. Applicants selected for the positions will be notified via their NYC DOE email and will be given an OP-175 application to fill out prior to the commencement of the activity. If you have any questions concerning this activity, please email regents@schools.nyc.gov.

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 Ianniello PHD*

Letter of Recommendation Form for Lead Content Trainers

To the applicant: Your application for the position of Lead Content Trainer is eligible to receive preference if the Office of Assessment receives this completed recommendation form. Please complete Part A of the Applicant Information section and then submit this form to your principal, or a direct supervisor who has the authority to release you from your school for training and scoring. For hiring consideration, your supervisor must email or fax the completed recommendation form to the Office of Assessment by **5pm on October 29th**.

Part A: APPLICANT INFORMATION

Name: _____ **DOE File Number**: _____

Phone: _____ **DOE Email:** _____

School DBN: _____ **School Name:** _____

Name of Reference: _____

Please indicate the exam(s) for which you are applying for a Lead Content Trainer position. (Check all that apply)

Day Scoring Exams	Per Session Exams	Hybrid Exams (Combo of Day & Per Session Scoring)
☐ Algebra I CCLS	☐ Algebra 2/Trigonometry	☐ Comprehensive English
☐ ELA CCLS	☐ Chemistry	
☐ Geometry	☐ Earth Science	
☐ Global History	☐ Integrated Algebra	
☐ Living Environment	☐ Physics	
	☐ US History	

_____ _____

Applicant Signature **Date**

To the principal or supervising administrator: Applicants who are offered Lead Content Trainer positions will be responsible for turn-keying rubric training to teachers and administrators serving as Content Trainers at Regents distributed scoring sites. Lead Content Trainers must be capable of developing and delivering subject specific rubric training to large groups of educators while adhering to NYSED and NYCDOE guidelines. In addition to attending per session rubric training, accepted applicants are required to attend Site Management Team Training on January 13th or January 14th, and will be assigned to a Regents distributed scoring site to serve as a Content Trainer for the duration of scoring for their exam subject. Schools will receive "2 for 1" day scorer credit for each staff member who is selected to serve as a Lead Content Trainer for Algebra I CCLS, Comprehensive English (day), ELA CCLS, Geometry, Global History or Living Environment. For the exams listed, accepted candidates must participate in day training and report for day scoring at a Regents distributed scoring site.

The Lead Content Trainer application for the above named applicant is not eligible to receive preference in the hiring process until we receive this form with your assessment and comments, if any, about the applicant's attributes and availability to serve as a Lead Content Trainer.

Part B: SUPERVISOR RECOMMENDATION

How long and in what capacity have you known the applicant? _____

_____

_____

_____

Assessment of Subject Knowledge and Leadership Attributes:

	Excellent (3 points)	**Good** (2 points)	**Fair** (1 point)	**Poor** (0 points)	**Not able to assess**
Expertise in Regents subject	☐	☐	☐	☐	☐
Ability to develop training protocols	☐	☐	☐	☐	☐
Ability to deliver training to groups	☐	☐	☐	☐	☐
Ability to bring groups to a consensus	☐	☐	☐	☐	☐
Ability to adapt to new or unfamiliar experiences	☐	☐	☐	☐	☐
Ability to relate well with others	☐	☐	☐	☐	☐
Punctuality	☐	☐	☐	☐	☐

To the best of your knowledge and understanding of the abilities needed to serve as a Lead Content Trainer, do you recommend this applicant for the position?

☐ Yes (5 points) ☐ Yes, with reservations (1 point – please comment below) ☐ No (0 points)

Optional Comments: _____

_____

_____

For applicants who are applying to Lead Content Trainer positions for exams that are scored during the day, or through a hybrid model, are you committing to releasing this applicant to participate in Site Management Team Training on January 13th or January 14th, and also committing to make the applicant available to serve as a Content Trainer during day scoring for the duration of the scoring window for the exam subject?

☐ Yes ☐ No ☐ Not Applicable *(Per Session Exam)*

Please return this completed form as an email attachment to regents@schools.nyc.gov by 5 PM on **October 29th**.

Name: _____ **Title:** _____

School Name and DBN: _____

Phone: _____ **DOE Email:** _____

Signature: _____ **Date**: _____

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

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.***