

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

**Post Date:** March 1, 2012

**Deadline:** April 5, 2012

**PER SESSION VACANCY CIRCULAR #346, 2011 – 2012**

**PLEASE POST**

**(Subject to Funding Availability)**

**POSITIONS:** Content experts to support online scoring sessions of Talent Management Pilot Performance Tasks (Up to 5 positions available).

Living Environment teachers.

**LOCATION:** Content Lead Training (4/27/12) – Teachers College, 525 West 120th St, New York NY  
Scorer Training (4/28/12) – Academy for Language & Technology, 1700 Macombs Road Bronx, NY  
Online Scoring (4/28/12 – 5/19/12) – Academy for Language & Technology, 1700 Macombs Road Bronx, NY

**ELIGIBILITY:** New York City Department of Education licensed and appointed Teachers. Preference will be given to applicants who teach or supervise the above subjects.

**SELECTION CRITERIA:**

- Available to score and attend training as scheduled by Scoring Site Supervisor for the performance tasks on:
  - April 23<sup>rd</sup> – (6 hour training session, 9am-3pm) **OR** April 24<sup>th</sup> – (6 hour training session, 9am-3pm). Per Diem will be made available to your school to compensate for a substitute.
  - April 25<sup>th</sup>–27<sup>th</sup> – 4pm-8pm
  - April 28<sup>th</sup> – 8am-12pm and 1pm-4pm
  - April 30<sup>th</sup> – May 3<sup>rd</sup> 2012 – 4pm-8pm
  - May 7<sup>th</sup> – May 10<sup>th</sup> – 4pm-8pm
  - May 14<sup>th</sup> – May 17<sup>th</sup> – 4pm-8pm
  - May 19<sup>th</sup> – 8am-12pm and 1pm-4pm
  - Note: Potential Saturday scoring. Scoring will consist of 2-shifts. 8am-12pm and 1pm-4pm.
- Priority will be given to NYC classroom teachers who are participating in the Local Assessment 2011-2012 pilot program
- Teachers who function as content experts at their schools preferred
- Must have demonstrated content expertise
- Demonstrated prior experience leading subject-specific professional development preferred
- Applicants will be selected based on the need for specific subjects
- Teachers with demonstrated computer literacy preferred
- Must have demonstrated qualities of organizational skills and the ability to work well in groups
- Excellent record of attendance
- Applicants with an unsatisfactory rating are not eligible for this activity

**DUTIES AND RESPONSIBILITIES:**

- Must pass a certification test and maintain quality support throughout the scoring process
- Receive training from national assessment experts on performance task content
- Responsible for answering questions from online scorers pertaining to the tasks
- Responsible for developing comprehensive knowledge of performance tasks
- Responsible for monitoring scorer performance in key areas of accuracy (validity agreement), efficiency (time management), and consistency (cumulative improvement)
- Must communicate individual performance levels to scorers and collective cumulative performance to the team
- Should provide encouragement in areas of gain and constructive feedback to scorers
- Must re-norm scorers whose validity claims are consistently in the High or Low Non-Adjustment range
- Provide feedback to other Content Leads and Site Supervisors regarding specific scorers whose work reflects exemplary or deficient representation of standards
- Collect feedback from team about the rubric and scoring process and deliver to Site Supervisors

**WORK SCHEDULE:** April 24<sup>th</sup>, 2012 – May 19<sup>th</sup>, 2012 up to 68 hours maximum (NOT GUARANTEED) per position including training/scoring for the Talent Management Pilot Program content and system training. In order to maintain continuity and consistency of scoring, applicants must be available for the full activity in order to accept the position.

**SALARY:** As per current Collective Bargaining Agreement

**APPLICATION:** Submit a cover letter and resume to [OnlineScoringApplications@schools.nyc.gov](mailto:OnlineScoringApplications@schools.nyc.gov) by **April 5, 2012**. Please include your name, file number, current appointed school, as well as subject area taught

**Applicants being considered will be notified via e-mail (subject to the completion on an OP-175 form prior to the start of the activity).**

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 Janniella PhD*

**2011-12 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, 2011 and June 30, 2012, 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 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.***