



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

Post Date: May 15, 2015

Deadline: June 26, 2015

PER SESSION VACANCY CIRCULAR #523,

2015-2016

PLEASE POST

(CONTINGENT UPON FUNDING)

**POSITION:** In Person Selector for New York City Teaching Collaborative  
(Up to 20 positions)

**LOCATION:** Various locations throughout Manhattan and Brooklyn

**ELIGIBILITY REQUIREMENTS:**

- NYCDOE licensed and appointed teacher
- Experience providing actionable feedback to adult learners, preferably in a classroom setting (preferred)

**JOIN OUR TEAM!**

Every student in New York City deserves an excellent teacher. Despite success in raising the overall quality of our teaching force, many schools in our highest need communities still struggle to attract and retain highly effective educators. The NYC Teaching Collaborative is working to overcome this challenge by providing New York City's lowest performing schools with access to a pool of passionate teachers who are prepared to take leadership in turning around student performance as part of a school-wide improvement effort.

In Person Selectors are a fundamental part of the prestigious program that puts high caliber teachers in the classroom to prepare scholars for college, career, and life. We are seeking current DOE employees who believe deeply in our mission and goals, who thrive in an entrepreneurial and dynamic environment, and who demonstrate a record of achievement.

Successful candidates for the In Person Selector position will align fundamentally with the NYCTC core values and convey a positive image of the New York City Teaching Collaborative program to all candidates. Our Partner Teachers in Residence commit to filling critical needs for New York City's schools in the classrooms that need them the most. As an In Person Selector you will be meeting with and selecting Partner Teachers in Residence to participate in the NYCTC training that will prepare them to be great teachers who strongly believe that all students can achieve at high levels. NYCTC believes that every moment working with students is a privilege, and our In Person Selectors are key in ensuring that Partner Teacher in Residence candidates are a good match for the NYCTC program and are prepared to meet the rigorous standards of the Collaborative.

\*\*Hiring offer is subject to revocation if applicant does not demonstrate proficiency in the selection competencies and skills at the conclusion of training, as determined by the NYC Teaching Collaborative team. \*\*

**SELECTION CRITERIA**

- Demonstrated satisfactory experience in current Department of Education position and other per session activities.
- Interest and ability to utilize a prescribed selection model to evaluate and select applicants to the NYC Teaching Collaborative program.
- Ability to facilitate sessions on specific techniques outlined in Doug Lemov's *Teach Like a Champion*.
- Evidence of strong critical thinking skills.
- Evidence of excellent presentation and facilitation skills.
- Evidence of strong written and oral communication skills, including the ability to evaluate others' proficiency.
- Evidence of effective use of organizational skills and time management.
- 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.
- Comfort working with computers and the Internet.

\*\*Hiring offer is subject to revocation if applicant does not demonstrate proficiency in the selection model and interview process at the conclusion of In Person Selector training, as determined by NYCTC staff.\*\*

**DUTIES/ RESPONSIBILITIES:**

- Successfully complete In Person Selector Training, plus any necessary pre- and post-work
- Conduct in-person events using the NYCTC Selection Model to help shape the next cohort of teachers for the program
- Facilitate an instructional, practice-based session on prescribed teaching techniques, and provide accurate and meaningful feedback to applicants.
- Facilitate a minimum of 4 Interview Events between late August and the end of November. Most in-person events will be held on Saturdays.
- Review application materials for candidates and maintain complete, accurate, and timely documentation on each candidate using the NYCTC selection model to document decisions thoroughly.
- Attend supplemental trainings as necessary.



- Respond in a timely manner to staff inquiries regarding use of selection model, interview documentation, and other related administrative requirements.
- Arrive at interview events in a timeline and consistent manner.
- Manage personal scheduling accurately and efficiently via Internet-based scheduling program.
- Respect candidate confidentiality.
- Conduct themselves professionally and represent the program positively at all times.
- Related duties, as necessary

\*\*In Person Selectors will be evaluated based on his/her proficiency in the above criteria, as determined by the NYC Teaching Collaborative team. \*\*

**SALARY:** As per Collective Bargaining Agreement

**WORK SCHEDULE:**

- In Person Selector Training for which In Person Selectors are paid at Training Rate (TN)
- Approximately 4-8 hours/month selecting Partner Teachers in Residence
- Training will begin in mid-August, and selection events will run through the middle of November
- Approximately 30-40 total hours

**APPLICATION INSTRUCTIONS:** \_\_\_\_\_

To read more about our program, please visit <http://nycteachingcollaborative.ttrack.org>.

- To apply for this role, please visit our online application: <https://www.surveymonkey.com/s/96ZFGMQ>
- If invited to training, applicants will be required to submit the OP 175 Form at that time.
- Questions about this advertisement can be sent to [nycteachingcollaborative@schools.nyc.gov](mailto:nycteachingcollaborative@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 Janniella Ph.D*

## Attachment 1

**2015-16 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, 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 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

OP-175 – 2015-2016

### 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.***