Department of Education
Dennis M. Walcott, Chancellor

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, N.Y. 11201

Post Date: November 13, 2012
Deadline: December 12, 2012

PER SESSION VACANCY CIRCULAR #103, 2012 **Please Post**

(Subject to Funding Availability)

POSITION DESCRIPTION: Principal Mentor(s) ("Mentor") to participate in mentoring of aspiring leaders ("Mentee").

LOCATION: Various school sites throughout New York City

ELIGIBILITY REQUIREMENTS: New York City Department of Education licensed and appointed supervisor, **currently working as a Principal of a district school.** Limited number of positions available, up to 40, for the 2012-2013 fiscal year.

SELECTION CRITERA:

- Current principal of a Well Developed school based on the most recent Quality Review ("QR") [1] OR a Proficient on their school's most recent QR AND supported by a recommendation from the Chief Academic Officer.
  AND EITHER
- Mentee from within current school is approved to lead a new school through the new schools application and planning processes.
  OR
- Former staff member (Mentee) who has opened a new school through the Mentor School Pilot Program between 2010 and 2012 and the Mentor school has maintained above performance metrics on Quality Review since that time.

AND

- Demonstrates willingness and capacity to develop the leadership skills of Mentee for up to six months before the Mentee becomes a principal or, in the case of Mentees who participated in the Mentor School Pilot Program, for up to six months after they have transitioned into the school leader position..
- Demonstrates willingness and capacity to provide up to 90 hours per quarter of targeted and customized support to Mentee.

DUTIES AND RESPONSIBILITIES:

- (Pre New School Opening) Support Mentee through the new school planning process from January 2013 through June 2013. Support for Mentee includes, but is not limited to:
  - Developing Mentee's personal leadership, instructional leadership, and community leadership competencies
  - Advising Mentee during through the student and teacher recruitment processes
  - Assisting Mentee in the development of essential school-wide systems and structures
  - Supporting Mentee's development of summer and year-round professional development
- (Post New School Opening) For Mentees who are sitting principals and have participated in the Mentor School Pilot Program: Provide targeted and customized support to Mentee for six months of principalship from January 2013 to June 2013. Support for the Mentee as a new school leader includes, but is not limited to, guiding them and making recommendations in the following areas:
  - Implementing summer professional development plans
  - Organizing duties and responsibilities of school staff
  - Navigating building councils and sharing space
  - Developing parent engagement plan, including PTA and SLT
  - Making curriculum choices
  - Designing teacher development plan, including support for first-year teachers

[1] The applicant principal must have either been the Principal when the Quality Review took place, or part of the administration of the school.

- Advising during crisis situations
- Providing opportunities for Mentor and Mentee staff collaboration

- Mentor principals work with Office of New Schools staff to design and implement periodic workshops (at least once a semester) for principals interested in becoming Mentor Principals. Workshops topics will be at the discretion of the Office of New Schools.

WORK SCHEDULE: January 2, 2013 through June 28, 2013 for up to 90 hours per 3-month period (January – March, April – June).

SALARY: As per Collective Bargaining Agreement.

APPLICATION: An application which includes your resume, assessment of Mentee's leadership capacity, proposed support plan, and attached OP175 and Mentor Program Application. A downloadable copy of the mentor application can be found by visiting the website: http://schools.nyc.gov/community/newschools/Mentors/Participating+in+ME.htm All application materials must be received no later than **December 12, 2012**. 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." Please send to: newschoolsteam@schools.nyc.gov with the Per Session Vacancy Circular Number in the subject line. For additional information regarding this posting, contact the Office of New Schools at newschoolsteam@schools.nyc.gov. No paper applications will be accepted.

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*_____

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2012-13 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, 2012 and June 30, 2013, 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.***