

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

Post Date: December 11, 2014

Deadline: January 14, 2015

PER SESSION VACANCY CIRCULAR # 191, 2015 Please Post

(Subject to Funding Availability)

Position: Stagecraft Advisor for SING! (1-position)

Location: Stuyvesant High School
345 Chambers St
New York, NY 10282

Eligibility: NYCDOE and appointed High School Teachers licensed in Technology Education or the Arts

Selection criteria:

- Experience in working with children in an extra-curricular setting
- Experience in play production and theater
- Ability to meet established deadlines
- Good record of attendance and punctuality
- Must be available for night and weekend activities
- Satisfactory annual rating for 2013-2014 school year
- Excellent organizational and administrative skills
- Demonstrated knowledge of equipment and tools used in auditorium stages
- Demonstrated knowledge of stagecraft and stage operation, including rigging, sound, lighting, projection, and set construction
- Demonstrated knowledge of stadium operation including sound systems and field marking
- Demonstrated knowledge of stage set design and construction
- Demonstrated knowledge of basic electrical, electronics, and mechanical principles as applied to stage equipment
- Demonstrated knowledge of pertinent fire regulations and other safety codes
- Demonstrated knowledge of basic record-keeping procedures
- Must be able to supervise and participate in the operation of stage, scene shop, and/or stadium equipment
- Must be able to make minor mechanical, electrical, and electronic repairs to a variety of equipment
- Construct and place stage sets and stadium sound equipment
- Must be able to maintain records and plan work according to complex schedules
- Must be able to mix and apply paint
- Must be able to exercise tact in dealing with representatives of various SING groups and their advisors using the auditorium and/or stadium

Duties and responsibilities:

- Supervise the entire production
- Chaperone performances, rehearsals and meetings
- Determine academic eligibility for participants

- Monitor appropriateness of behavior and performance
- Maintain security for students and school properties
- Supervises and participates in the operation of stage, auditorium and/or stadium equipment, including lighting, sound, and curtain systems and projection equipment.
- Consults with production managers from SING using auditorium and/or stadium in regard to technical aspects of productions, use of equipment, and staffing.
- Oversees stadium sound system setup and field marking.
- Supervises and participates in the setup and operation of portable and permanent public address systems.
- Maintains a supply of hand tools and materials for stagecraft and/or stadium work, and orders replacements and new materials as needed.
- Supervises and participates in the operation of woodworking machines and advises on the technical aspects of set design and construction.
- Supervises and participates in the operation of equipment and movement scenery by SING participants and arranges for them to operate equipment for evening and weekend use of the auditorium.
- Assists students in stagecraft work.
- Trains and supervises students.
- Maintains a storeroom of stage props.
- Performs related duties as assigned by the activity supervisor.
- Teacher must report to supervisor before commencing work each day.
- Schedule of works hours must be approved by supervisor.

Salary: As per Collective Bargaining Agreement.

Work schedule: February 2015 through March 2015. Up to 40 hrs total.

Application: Email OP-175 application, cover letter and resume to srodrig6@schools.nyc.gov with your school's DBN, your name and title in the Subject Line (i.e., District\Borough\School Number – i.e., 01M001 – Mary Jones, Teacher). Include the above per session vacancy circular number in your letter of application. NO FAXES or MAIL will be accepted. If you have any questions concerning this Per Session vacancy, please email cpedrick@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 PHD*

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 OP-175 – 2014-2015

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.***