

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

Post date: October 18, 2012
Deadline: November 14, 2013

PER SESSION VACANCY CIRCULAR # 80,

2012 - 2013

Please Post

POSITION: **Spanish Online Teacher:** is responsible for conducting Spanish courses, as part of the NYCDOE Innovation Zone's Virtual Learning Program, and in support of New York City students. Current courses include:

- Spanish Language 1
- Spanish Language 2

ELIGIBILITY

REQUIREMENTS: NYCDOE Licensed and appointed Spanish Teacher

SELECTION CRITERIA:

- Successful experience in teaching in an online environment.
- Strong interpersonal, communication and leadership skills, motivation, decisiveness, flexibility and sound instructional judgment.
- Able to communicate clearly and persuasively, both verbally and written.
- A clear vision of current and emerging trends in technology.
- Excellent interpersonal and communication skills, effective planning and problem-solving abilities and strong technical expertise.
- Knowledge of instructional design and project management concepts as well as experience in the actual development and implementation of online coursework.
- Experience teaching Spanish courses in a face to face setting
- Strong interpersonal, communication and leadership skills, motivation, decisiveness, flexibility and sound instructional judgment.
- Able to communicate clearly and persuasively, both verbally and written.
- A clear vision of current and emerging trends in technology.
- Excellent interpersonal and communication skills, effective planning and problem-solving abilities and strong technical expertise.
- Knowledge of instructional design and project management concepts as well as experience in the actual development and implementation of online coursework.
- Experience teaching Spanish courses in a face to face setting

- Knowledge of Department of Education (DOE) standards and procedures related to school technologies.
- Strong organizational skills and the ability to lead and work independently.
- Excellent interpersonal and communication skills, effective planning and problem-solving abilities and strong technical expertise.
- Experience with curriculum development, online learning, and integrated learning system & platforms
- Familiarity with online and technology-based curriculum

- Proven experience collaborating on curriculum and school improvement initiatives Successful experience in teaching in an online environment.
- Strong interpersonal, communication and leadership skills, motivation, decisiveness, flexibility and sound instructional judgment.
- Able to communicate clearly and persuasively, both verbally and written.
- A clear vision of current and emerging trends in technology.
- Excellent interpersonal and communication skills, effective planning and problem-solving abilities and strong technical expertise.
- Knowledge of instructional design and project management concepts as well as experience in the actual development and implementation of online coursework.
- Experience teaching Spanish courses in a face to face setting

DUTIES/ RESPONSIBILITIES:

The Teacher will teach courses following a proactive instructional methodology, such as:

- The Spanish teacher will work closely with the assistant principal of the school in which students are enrolled in the course; and the Innovation Zone Virtual Learning Program implementation manager
- Contact each new student to welcome them to the course.
- Closely monitor student progress relative to their individual course schedule.
- Monitor end dates to ensure students are staying on track in the course, and proactively contact the student and mentor if concerns arise or if an extension is recommended.
- Provide motivating, timely, and constructive feedback for student assignments.
- Provide motivating comments and constructive feedback for each assessment item.
- Evaluate all subjective assessments (homework assignments as well as subjective exam components) and assign an appropriate grade to each within three days of student submission.
- Ensure that final grades are issued in a timely manner when a student completes a course, within 5 days of when the student's last assignment was submitted or when their end date has passed.

- Communicate effectively with students at different technology skill levels to support instruction and advance educational goals.
- Provide useful information to students to support success in each course by updating the course home/syllabus area in each course section at a minimum to ensure that it includes a complete

syllabus, an explanation of course policies, grading policies, staff information, contact information, and other appropriate information needed as students take the course.

- Respond to student and host school inquiries, questions and requests for help within one day of receipt, regardless of the medium (email, phone call, etc.)
- Demonstrate the proper and proficient distribution of announcements and updating these regularly (at least monthly) so that enrolling students feel welcomed and part of the course throughout.
- Manage and communicate effectively via the telephone, email, and the VLE.
- Manage and communicate effectively via collaborative tools available through the VLE.
- Demonstrate the proper use of the discussion board, create forums, ensure students stay on topic, and maintain a collaborative environment.
- Demonstrate sufficient use of a Web browser and search engine to locate and evaluate technology-based educational sites that support the instruction and enhance interactivity.
- Demonstrate proficient distribution of websites.
- Work with other staff and faculty in a cooperative, professional atmosphere, including:
 - Effectively review courses on an as-needed basis to ensure accurate and current content/assessments.
 - Collaborate with staff, teachers and/or course writers on an as-needed basis in order to enhance the curriculum.
 - Participate in faculty meetings, hardware, software and/or educational training sessions as scheduled.
- Keep accurate, organized records.
- Maintain and develop educationally sound rubrics and apply them to the grading process.
- Participate in online Virtual Learning Course and VLE training; details to be announced.

SALARY:

- As per current Collective Bargaining Agreement or the most current contractual rate
- Transportation and out-of-pocket expenses will not be reimbursed

WORK SCHEDULE:

- November 15, 2012 – June 2013 Various dates and times after school and/or on weekends. Schedules will be determined by need and availability. (Number of hours per position may vary, approximately 4 hours per week)

APPLICATION INSTRUCTIONS:

- Please send all applications (including resume, attached OP-175 and cover letter) to Bruce Gonzalez Via E-mail to the following address:

bgonzales@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 Janniello PhD*

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

OP-175 – 2012-2013

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.***