THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street - Brooklyn, New York 11201

Post date: May 6, 2015
Deadline: June 3, 2015

PER SESSION VACANCY CIRCULAR # 423, 2015 Please Post
(Subject to Budget Availability)

POSITION: Collaborative Coach for New York City Teaching Collaborative
(Up to 40 positions)

LOCATION: MS 22, MS331, Bronx Early College Academy, Bronx Writing Academy, MS 223, Bushwick School for Social Justice, The Brooklyn School for Math and Research, Academy of Urban Planning, Brownsville Mott Hall Bridges Academy, Renaissance High School, West Prep Academy, Liberty Avenue Middle School

ELIGIBILITY REQUIREMENTS:
2+ years experience as New York City Department of Education licensed and appointed teacher in Math, ELA, Social Studies, Science, Sp.Ed. or ESL

SELECTION CRITERIA:

Teaching skills:
- Possess deep content knowledge in assigned subject(s)
- Creates a positive, productive classroom culture
- Demonstrates effective classroom management
- Uses a variety of effective instructional strategies
- Consistently designs high-quality instructional activities and assessments
- Differentiates instruction and assessment
- Experience with backwards design framework in long term and unit planning process
- Consistently plans strong, objective driven, student focused lessons
- Uses data to inform decisions around planning, preparation, instruction, and assessment

Coaching/Leadership skills:
- Desire to work with and develop new teachers
- Effectively communicates and is able to articulate beliefs and thoughts behind actions, decisions and ideas for both students and Residents
- Demonstrated satisfactory experience in current Department of Education position and other per session activities.
- Strong interpersonal skills with adults
- Models commitment to and habits of continuous improvement by being open to observations and feedback and continually improving own practice as both a teacher and a mentor
- Facilitates effective learning relationships with adults
- Clearly describes research-based instructional best practices
- Establishes trust and maintains confidentiality
- Is open to using cognitive, facilitative, and instructional coaching methods
- Models habits of continuous improvements
- Nurtures professional growth in adults
- Evidence of logical and critical thinking skills
- Evidence of strong written and oral communication skills
- Evidence of effective use of organizational skills and time management in other activities
- 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

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

DUTIES/ RESPONSIBILITIES:

- Be invested in NYC Teaching Collaborative goals and Partner Teacher in Residence success
- Complete Fall Collaborative Coach Introductory training successfully
- Work closely with 1-2 Partner Teacher(s) in your classroom for the semester, training them so that they are "colleague-ready"
- Work one-on-one with Partner Teacher in Residence weekly to plan and debrief lessons in the spring (approximately 3 hours/week)
- Attend 5 weekly sessions and work with program staff to learn about the program's "signature strategies" and effective coaching practices in the fall. (approximately 2 hours/week)
- Attend bimonthly coaching sessions with program staff to develop effective coaching practices in the spring. (approximately 3 hours/month)
- Learn and model "signature strategies" and effective planning practices in your classroom according to the NYC Teaching Collaborative's curriculum
- Consistently model the creation of strong long term, unit, and objective driven lesson planning skills
- Provide NYC Teaching Collaborative program feedback on PTR development and progress and share that feedback with PTR in a complete, accurate and timely manner
- Respond in a timely manner to PTR and NYC Teaching Collaborative staff inquiries and requests
- Related duties, as necessary

**Collaborative Coaches 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: October 2015 – June 2016

- Collaborative Coach introductory session for which Collaborative Coaches are paid at Training Rate (TN)
- Approximately 3 hours per week of work training PTRs, starting January for which Collaborative Coaches are paid at the Per Session Rate (TR)
- Approximately 2 hours of training for 5 weeks in program's signature strategies and effective mentoring/coaching techniques, in the fall for which Collaborative Coaches are paid at Training Rate (TN)
- Approximately 3 hours of monthly training in program's signature strategies and effective mentoring/coaching techniques, in the spring for which Collaborative Coaches are paid at Training Rate (TN)
- Approximately 1 hour per month of check ins with program staff paid at Training Rate (TN)

APPLICATION INSTRUCTIONS:

Send cover letter explaining your interest in and qualifications for the collaborative coach position, current resume, a unit plan and lesson plan to:

NYCTeachingCollaborative@schools.nyc.gov

If you have any questions, please e-mail 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 Ianniello PHD*

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

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.***