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

Post date: May 22, 2012
Deadline: June 19, 2012

PER SESSION VACANCY CIRCULAR # 594, 2012-2013 Please Post

(Subject to Funding Availability)

ACTIVITY: DREAM – The Specialized High Schools Institute (DREAM – SHSI) is an extracurricular program of rigorous coursework designed to assist eligible NYC public and private school students in preparing for the Specialized High Schools Admissions Test (SHSAT). DREAM – SHSI coursework emphasizes verbal and math skills, problem-solving, critical analysis, time management, and test sophistication strategies specific to the SHSAT. (Citywide Program)

POSITION: Site Supervisor for the DREAM - SHSI Program (Anticipated number of positions: 18)

LOCATION: Various locations citywide (see table below)

Site #	1	2	3	4	5	6	7	8	9
Districts Served	D1,D2	D3,D6	D4,D5	D7,D9,D12	D8	D10	D11	D18,D19,D23	D13,D15,D17

Site #	10	11	12	13	14	15	16	17	18
Districts Served	D20	D21	D22	D14,D16,D32	D24,D30	D25,D28	D26,D29	D27	D31

ELIGIBILITY: Open to regularly licensed and appointed NYCDOE Assistant Principals

SELECTION CRITERIA:

1. Must be a NYCDOE licensed Assistant Principal
2. Excellent organization skills
3. Evidence of satisfactory communication with supervisors, staff, families, and students
4. Satisfactory experience in program development and implementation
5. Satisfactory experience in supervising curriculum development, planning, and delivery
6. Demonstrated ability to motivate staff to work effectively with students in achieving rigorous academic standards
7. Satisfactory experience with organizing and leading professional development in middle and/or high school
8. Knowledge of test-taking skills and strategies
9. Understanding of the academic, social, and emotional learning needs of middle school students
10. Documented record of excellent attendance and punctuality

DUTIES/ RESPONSIBILITIES:

1. Work closely with the Director and Group Managers to implement all aspects of the DREAM - SHSI
2. Organize and supervise all aspects of the DREAM - SHSI program
3. Supervise all DREAM - SHSI program staff, including teachers, guidance counselors, and support staff
4. Maintain a log of observations and a file of formal written observations
5. Attend and assist with citywide staff orientation and professional development
6. Provide for student and faculty programming and organization, including the academic, guidance/advisory, enrichment, recreation, and mentoring components of the program

7. Provide and lead orientation sessions for students and families
8. Organize parent workshops
9. Respond to student, parent, and staff inquiries
10. Implement a progressive ladder of discipline
11. Liaise with the Office of Pupil Transportation, Office of School Food, and other relevant NYCDOE offices to meet the needs of all students
12. Maintain good communication with principals and staff at the host sites, in particular with regard to safety and security, classroom and space needs, sharing of equipment and supplies, and the calendar
13. Maintain accurate records of student attendance and achievement
14. Prepare all required reports
15. Maintain an accurate, up-to-date roster of program participants
16. Attend all required meetings

SALARY: As per Collective Bargaining Agreement or most current contractual per session rate

WORK SCHEDULE:

STEPS A and R

- July 9, 2012–August 9, 2012: Monday-Thursday from 8:00 AM – 1:30 PM
- Special events and professional development to be scheduled as required
- Additional work hours may be required on need-basis (parent meetings, staff meetings, etc.)

STEP M

- September–October 2012 (dates to be determined): Tuesday and Thursday from 3:45 PM–6:15 PM and Saturdays from 8:00 AM–1:30 PM
- Special events and professional development to be scheduled as required
- Additional work hours may be required on need-basis (parent meetings, staff meetings, etc.)

STEPS D and E

- January–June 2013(dates to be determined): Wednesdays from 3:45 PM–6:15 PM and Saturdays from 8:00 AM–1:30 PM
- Special events and professional development to be scheduled as required
- Additional work hours may be required on need-basis (parent meetings, staff meetings, etc.)

Maximum of 325 hours per position

APPLICATION INSTRUCTIONS: Submit a **2012-2013 Per Session OP-175 application,** cover letter (in which you indicate your preferred borough of assignment which will be honored to the extent possible), resume, letter of recommendation from your principal and a copy of your Department of Education license. Applications must be received by close of business on **June 19, 2012** to SHSI@schools.nyc.gov with subject line "DREAM - SHSI Site Supervisor Application"

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION

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*

Department of Education
Dennis M. Walcott, Chancellor

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.***