

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

**Post date:** January 4, 2012  
**Deadline:** February 3, 2012

**PER SESSION VACANCY CIRCULAR # 213, 2011 -- 2012** **Please Post**  
(Subject to Budget Availability)

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**POSITION:** Cooperating Teacher for Spring Classroom Apprenticeship Program (up to 150 positions)

**LOCATION:** Selected Middle Schools in NYCDOE

**ELIGIBILITY REQUIREMENTS:**

NYCDOE Licensed and appointed teacher with at least 2 years experience teaching in one of the following areas including Math, Science, ELA, Social Studies, Special Education or ESL

**POSITION OVERVIEW:**

The Spring Classroom Apprenticeship is a training program for incoming middle school teachers. A small group of 2012 Teaching Fellows and Select Apprentices will have the opportunity to gain valuable, hands-on experience in a NYC public school classroom during the regular school year. Incoming teachers will work with experienced Cooperating Teachers to learn the essentials of being an effective middle school teacher through a combination of observation, practice, and study.

The benefits of becoming a Cooperating Teacher are numerous:

- You will further develop your coaching and mentoring skills by contributing to the development of a new teacher - this could position you for a leadership role in the future.
- Over the course of the ten week Apprenticeship, the incoming teacher(s) you are paired with could help boost student achievement in your classroom by working with small groups of students who need more targeted support.
- You will be paid for training time outside of the school day at the per-session training rate (\$19.12 per hour). The number of training hours will vary depending on whether teachers are provided release time for the PD sessions. Teachers may earn up to 10 hours of training hours over the course of the program.

**SELECTION CRITERIA:**

**Teaching skills:**

- Possess deep content knowledge in subject area
- Creates a positive, productive classroom culture
- Demonstrates effective classroom management
- Uses a variety of effective instructional strategies
- Designs high-quality instructional activities and assessments
- Differentiates instruction and assessments
- Consistently plans strong, objective driven, student focused lessons
- Uses Data to inform decisions around planning, preparation, instruction, and assessment

**Mentoring skills:**

- Demonstrated satisfactory experience in current Department of Education position and other per session activities.
- Strong interpersonal skills
- Desire to work with and develop new teachers
- Strong, clear communicator
- Facilitates effective learning relationships
- 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
- A demonstrated ability to give and receive constructive, appropriate feedback to adult learners
- 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

**DUTIES/ RESPONSIBILITIES:**

- Attend an in-person training in late February or March
- Introduce incoming teachers to staff and faculty at your school and familiarize them with school-wide procedures and expectations
- Allow the incoming teacher to observe your classroom and, whenever possible, discuss your plans, decisions, and reflections with them
- Attend an in person Mid-point Training
- Provide the incoming teacher with your lesson-, unit-, and long-term plans as well as your curricular resources to assist in the incoming teacher's own planning
- Allow the incoming teacher multiple opportunities to teach one-on-one, small group, and whole class lessons throughout the course of the program
- Give the incoming teacher verbal and written feedback on his/her instruction during a weekly meeting
- Approve the incoming teacher's weekly attendance reports

- Complete two brief surveys over the course of the program to report on the incoming teacher's performance
- Be invested in program goals and candidate success

\*\*Cooperating Teachers will be evaluated based on his/her proficiency in the above criteria, as determined by the Office of Teacher Recruitment and Quality. \*\*

**SALARY:** As per Collective Bargaining Agreement

**WORK SCHEDULE:**

- 1) Approximately 10 hours of training in the Spring of 2012 for Cooperating Teacher role. Cooperating Teachers will be compensated at the training rate (current rate is \$19.12/hour), for any hours of training that fall outside of the school day.
- 2) Starting in March, 2012 and continuing through May, 2012, Cooperating Teachers will work daily with teacher(s) in training to learn best practices in teaching students in the middle grades. Each week, Cooperating Teachers will work with teacher(s) in training helping them plan for their lessons, and debriefing for 30 – 60 minutes on lesson delivery and classroom management techniques.

**APPLICATION INSTRUCTIONS:**

1) Complete an online application at the following address:

<https://www.nycteachingfellows.org/misc/faapplication/CTApplication.asp>

2) Complete Form OP 175 (Available in all schools and DHR website) and send to:

Erika Abelon, Office of Teacher Recruitment and Quality

NYC Department of Education, 65 Court Street, Room 322, Brooklyn, New York 11201

**Application Deadline: Friday, February 3<sup>rd</sup>, 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"

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

**2011-12 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, 2011 and June 30, 2012, 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 1<sup>st</sup> **through** June 30<sup>th</sup>.
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 1<sup>st</sup> 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.***