



Department of
Education

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Date Posted: 5/8/2024

Deadline: 09/30/2024

SY24-25 PER SESSION VACANCY NOTICE # 1260

2024-2025

PLEASE POST

(CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)

POSITION:

Paraprofessional - Middle School Arts Audition Boot Camp
1 position

LOCATION:

Various locations - primarily Lincoln Center, Manhattan and 4360 Broadway, Manhattan;

ELIGIBILITY REQUIREMENTS:

Currently employed in the NYC Department of Education as a licensed Paraprofessional

SELECTION CRITERIA:

- 1) Satisfactory rating
- 2) Satisfactory record of attendance and punctuality
- 3) Demonstrated ability to work with NYCDOE faculty and staff, teaching artists, students and parents
- 4) Other criteria that the Arts Office may require in accordance with the current Collective Bargaining Agreement
- 5) Excellent communication skills
- 6) Demonstrated organizational skills and attention to detail

Note: Applicants for per session employment who are not employed in the Department of Education's regular school program or adult education program shall be considered for selection only if no qualified day employee is available

DUTIES/RESPONSIBILITIES:

Must participate in collaborative planning sessions; provide ongoing feedback to support program development.

Support instruction, studio activities and field trips.

Work one-on-one with students as needed or required.

Build relationships with families.

Communicate with program director/site supervisors regarding site and student concerns.

Enthusiasm for program goals and working with families.

Must attend planning meetings May through July 2024.

Must attend two follow-up weekend sessions to be scheduled for Fall 2024.

WORK SCHEDULE:

Fall 2024 (Saturday & Sunday 8:00 AM – 4:00 PM): Up to but not limited to approximately 25 hours for student follow up weekend; 2-hour evening staff meeting (week night)

Additional hours granted upon the approval of the hiring manager

Note: As program is subject to funding, all dates, times, and hours to be confirmed

SALARY:

Per Session rates as per the relevant union/organization of the advertised title (UFT, CSA, DC-37 - Collective Bargaining Agreement).
Contingent Upon Funding Availability.

APPLICATION INSTRUCTIONS:

Send application: OP 175, copy of resume and cover letter by September 30, 2024 to Darleen Garner.
Email: dgarner@schools.nyc.gov

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail dgarner@schools.nyc.gov

NOTE: 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

It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, unemployment status, caregiver status, consumer credit history, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. For more information, please refer to the [DOE Non-Discrimination Policy](#).

APPROVED BY: *Peter Janniello Ph. D.*