



Department of
Education

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

Date Posted: 2/26/2024

Deadline: 3/31/2024

SY23-24 PER SESSION VACANCY NOTICE # 0824

2023-2024

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Office of Arts and Special Projects, Division of Curriculum & Instruction (DCI)

Site Supervisor.

Site Supervisor for Middle School Arts Audition Boot Camp: Planning and supervising summer program in Dance, Theater, Instrumental Music, Visual Arts, Vocal Music.

Up to 2 positions.

LOCATION:

Various locations - including 4360 Broadway, Manhattan; 49 Flatbush Ave. Ext., Brooklyn; LaGuardia HS, Julia Richman Educational Complex, and Lincoln Center Campus

ELIGIBILITY REQUIREMENTS:

NYCDOE licensed supervisor, 10 or more years satisfactory experience as a supervisor of visual and performing arts programs at the middle and/or high school level.

SELECTION CRITERIA:

- 10 or more years satisfactory, or Effective or Highly Effective rating in Advance while supervising arts teachers, managing visual and performing arts programs, and organizing gallery shows and performances;
- 10 or more years satisfactory, or Effective or Highly Effective rating in Advance while supporting the development of arts curriculum and securing educational and studio materials;
- 10 or more years satisfactory, or Effective or Highly Effective rating in Advance while working with cultural arts partners to support arts studio learning goals;
- Thorough knowledge of the New York State Standards for the Arts and the Blueprint for Teaching and Learning in the Arts Grades PreK-12;
- Ability to critically assess artistic, organizational, and interpersonal challenges and identify and implement effective solutions
- Demonstrates evidence of strong leadership skills
- Excellent organizational, administrative and communication skills (in speech and in writing)
- Demonstrated ability to work well under pressure and to meet deadlines
- Documented record of excellent attendance and punctuality
- Ability to work collaboratively with planning committee to frame and shape the program;
- Extensive knowledge of DOE rules, regulations, and standard operating procedures related to budget management, building permits, employee code of conduct, student code of conduct and student health, and safety protocols.

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 school teacher or adult education employee is available.

DUTIES/RESPONSIBILITIES:

- Work closely with the Director of Arts Education Accountability and Support and the Arts Office to develop, implement, and support the program

- Supervise teachers and teaching artists in program planning and implementation in Dance, Theater, Instrumental Music; Visual Arts, and Vocal Music studios, including curriculum and lesson planning of all arts instructional content
- Help organize and facilitate meetings April – June 2024
- Work with program staff to plan and oversee calendar of events
- Assist with program development in Dance, Theater, Instrumental Music; Visual Arts, and Vocal Music
- Assist with managing program budget including but not limited to procurement and personnel
- Assist with planning and overseeing guest artists, master classes and coaching sessions for students
- Administrative support including ordering materials/resources, and maintaining and overseeing all student and staff records
- Manage and oversee all aspects of metro cards and supply distribution
- Supervise all matters concerning student and staff health, safety, and discipline
- Maintain communication with student participants' families and Guidance Counselors, as needed
- Work with faculty and support staff to coordinate and produce final student interviews and mock auditions
- Ensure professional, timely reporting of incidences to Director of Arts Education Accountability and Support, and perform all requested follow-up actions and communications
- Post-Boot Camp: conduct inventory, secure materials and supplies, help organize and facilitate debriefs
- Supervise two full weekend days of student auditions May 4 and 5, 2024
- Must apply to and participate in follow-up weekend sessions to be advertised and scheduled for Fall 2024

WORK SCHEDULE:

April - June: audition planning, application review, inquiries, procurement, staff meetings and curriculum planning, up to but not limited to approximately 50 hours

May 4 & 5, 2024 auditions (Saturday & Sunday, 8:00 am - 4:00 pm), up to but not limited to approximately 14 hours

Extended days and additional evening and weekend hours may be scheduled leading up to, during and following the program, including but not limited to supply distribution, orientations, and field trips.

Up to approximately 75 hours per position. 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

Hours up to, but not limited to the approximate number of hours listed. Additional hours may be granted upon the approval of the hiring manager.

SALARY:

Per Session rates as per the relevant union/organization of the advertised title (Collective Bargaining Agreement). Contingent upon funding availability and programmatic approval.

APPLICATION INSTRUCTIONS:

Send application: OP 175, copy of resume and cover letter by March 31, 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

Please visit the New York City Department of Education website for more information on per session opportunities:

<https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>

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 New York City Department of Education (DOE) to provide equal employment opportunities in accordance with applicable laws and regulations and 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 (including actual or perceived gender

identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), military status, unemployment status, prior record of arrest or conviction, caregiver status, consumer credit history, predisposing genetic characteristics, salary history, sexual and reproductive health decisions, or status as a victim of domestic violence, sexual offenses, or stalking, and to maintain an environment free of harassment on any of the above protected classifications, including sexual harassment and retaliation. For more information, please refer to the DOE Non-Discrimination Policy: <https://www.schools.nyc.gov/about-us/policies/non-discrimination-policy>

APPROVED BY: *Peter Janniello Ph.D.*
Executive Director, Division of Human Resources

2023-24 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 400 hours in one or a combination of per session activities (with a maximum of 400 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, 2023 and June 30, 2024, 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 400?
Yes ____ No ____

5. If yes, have you submitted a waiver request to exceed the 400 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 given 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, and/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 C175.

Signature of Per Session Program Supervisor

Date

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations>. 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 **through** June 30.
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 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.***