



Department of
Education

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

Date Posted: 5/20/2024
Deadline: 6/21/2024

SY24-25 PER SESSION VACANCY NOTICE # 1132

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Teacher: NYC Specialized Teacher Enhancement Pathway (STEP) Program Instructor & Program Grader (Up to 7 positions available)
Teaching and grading NYCPS teacher participants in certification program.

Office of Teacher Recruitment and Quality
WORK SUPERVISOR: NYC STEP Site Manager

LOCATION:

Multiple locations across the City, including the Office of Teacher Recruitment and Quality (65 Court Street), 131 Livingston Street and 1 Fordham Plaza

- Training will take place via webinars
- Instructors and Graders will utilize Blackboard and Zoom to interact with teacher participants and grade assignments

ELIGIBILITY REQUIREMENTS:

- NYCDOE licensed, appointed, and tenured teacher with a minimum of three (3) years of teaching experience;
- Certification and tenure in either Bilingual Education or Secondary Students with Disabilities
- Received rating of Satisfactory, Effective, or Highly Effective in SY22-23; and
- Classroom teacher in a Bilingual or Secondary Students with Disabilities (at the high school level; grades 9-12) classroom within the last 3 years.

SELECTION CRITERIA:

Preference will be given to those who completed the actively previously with satisfactory service and who meet the above eligibility criteria.

HIRING OFFER IS CONTINGENT ON DEMONSTRATED PROFICIENCY IN THE SELECTION MODEL AND INTERVIEW PROCESS. THERE ARE A LIMITED NUMBER OF ROLES FOR THIS POSTING.

HIRING OFFER IS CONTINGENT ON THE LAUNCH OF THE NYC STEP PROGRAM FOR THE 2024-25 SY.

Professionalism:

- Evidence of strong critical thinking skills
- Evidence of effective use of organizational skills and time management
- Evidence of working successfully in teams or cooperative settings
- Consistent and reliable access to email, phone, and the Internet
- Is a reliable, polished, professional and able to demonstrative self-reflection to improve practice
- Demonstrated satisfactory experience in current Department of Education position and other per session activities

Teaching skills:

- Knowledge of effective practice in planning, classroom environment, instruction, and professionalism, as evidenced by the Danielson Framework for Teaching

- Knowledge of strong instructional practice, as evidenced by content knowledge and rigorous instruction that is appropriate for the specific student population (bilingual students or secondary students with disabilities)
- Demonstrates cultural competence and utilizes culturally sustaining teaching practices
- Ability to create a safe, equitable, inclusive classroom environment; and demonstrates high expectations with his/her students
- Models awareness of issues of equity in the classroom through a variety of instructional strategies
- Demonstrated ability to build and maintain strong relationships with student families and communities

Facilitation/Leadership Skills:

- Desire to work with and develop teachers aspiring to build new content expertise by holding high expectations for teachers and colleagues
- Demonstrated ability to motivate, inspire, and connect with adult learners (cohort of 15-40 participants) to develop strong working and mentoring relationships
- Highly engaging presenter that creates a positive, productive cohort culture for adult learners through strategies that maintain learners engage in a virtual learning environment
- Ability to model a variety of high-quality instructional strategies, internalize program content, and adapt program materials to meet the needs of adult learners without compromising the program's ambitious outcomes
- Models habits of continuous improvement by being open to feedback and continually improving own practice as an instructor
- Effectively communicates and can articulate beliefs and thoughts behind actions, decisions and ideas for both students and teaching candidates
- Proficiency with teaching technologies and ability to learn program software applications and meeting platforms, including Blackboard, Microsoft Office (i.e. PowerPoint and Teams), SmartBoard, Zoom, Torsh Talent, and other cloud-based interfaces

Program Commitment:

- Willing to invest in the success of the NYC STEP program and its teacher participants in mastering teaching skills for a new student population (bilingual students or secondary students with disabilities) and ensuring that teacher participants reach rigorous goals with their students

Grading:

- Interest and ability to utilize a prescribed set of rubrics to evaluate and score teacher participant coursework
- Evidence of strong written and oral communication skills, including the ability to evaluate others' proficiency
- Demonstrated ability to assess teacher practice via evidence from lesson plans and student work samples and video submission, using program rubrics
- Exhibit ability to reflect on feedback and adjust professional practice

DUTIES/RESPONSIBILITIES:

Training

- Complete approximately 5-7 hours of staff training (August 2024)
- Approximately 2 hours of ongoing training 5 times during the 2024-2025 school year
- Regularly scheduled monthly/bi-monthly 1-hour check-ins with NYC STEP Program Staff

Communication and Implementation

- Communicate regularly, openly and collaboratively with the program staff in a timely way about teacher participant performance and professionalism
- Communicate with and accept feedback from program staff about ways in which you are supporting teacher participants in achieving program priorities and goals
- Collect teacher participant data and participate in data analysis related to teacher participant performance and program evaluation

Facilitation

- Facilitate teacher participant learning within a series of integrated courses on key topics aligned to program requirements
- Facilitation of virtual content throughout the school year beginning August 2024
- Deeply internalize course curricula, including discipline specific visions for instruction and aligned content in order to support teacher participants in translating content to classroom practice
- Establish and reinforce a culture of high expectations teaching for all teacher participants to ensure participants provide effective teaching practices and access to rigorous instruction for all students

Grading

- Collaborate and manage the NYC STEP grader (if applicable) to grade teacher participant End of Cycle Assessments and Module Assignments in an efficient and timely manner to meet grading timelines
- Evaluate teacher participant End of Cycle Assessments and Module Assignments using program rubrics
- Review and maintain accurate and timely documentation per program calendar on teacher participant scores using program grading rubrics and trackers to document grading decisions
- Evaluate mastery of skills based on candidate submissions and provide timely written feedback per program calendar to teacher participants on areas of strength and areas of growth based on program rubrics

WORK SCHEDULE:

- August 2024 – SY24-25
- PER SESSION HOURS UP TO, BUT NOT LIMITED TO:
 - APPROXIMATELY 5-7 HOURS OF TRAINING DURING THE MONTH OF AUGUST. Candidates will be compensated at the regular per session rate for all training that takes place prior to hire.
 - APPROXIMATELY 2 HOURS OF ONGOING TRAINING AT 4 POINTS DURING THE 2024-25 SCHOOL YEAR. Candidates will be compensated at the regular per session rate for all training that takes place prior to hire.
 - 20-30 HOURS PER MONTH THROUGH THE DURATION OF THE PROGRAM

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.

APPLICATION INSTRUCTIONS:

To apply for this role, please email us at nycstep@schools.nyc.gov with the following:

- Updated resume and your NYS certification
- A scanned and signed copy of the **OP-175 form**.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please email nycstep@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

2024-25 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, 2024 and June 30, 2025, 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.***