



**Department of
Education**

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

Date Posted: 12/8/2023

Deadline: 1/16/2023

SY23-24 PER SESSION VACANCY NOTICE # 0710

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Supervisor, DREAM-Specialized High School Institute
Office of Equity and Access
Approximate number of positions: 21

LOCATION:

Various locations citywide (see table below)

DREAM Site #	1	2	3	4	5	6	7	8	9	10	11	12
Districts Served	D1,2	D3,6	D4,5	D7,12	D8	D10	D11	D19,23	D13,15	D20	D21	D22

DREAM Site #	13	14	15	16	17	18	19	20	21
Districts Served	D14,16, 32	D24,30	D25,28	D29	D27	D31	D17, D18	D9	D26

Applicants must be available for in-person assignment. Mid-week pre-service training can be done remotely.

ELIGIBILITY REQUIREMENTS:

Open to currently licensed and appointed NYCDOE Assistant Principal or retired NYCDOE Principal, Assistant Principal, or Education Administrator.

SELECTION CRITERIA:

1. Demonstrated dedication to equity, making sure that all students receive the support they need to achieve a common standard
2. Experience with middle school students and knowledge of the high school application process
3. An understanding of, and sensitivity to, the complex emotional, social and academic needs of middle school students
4. Proven track record of using culturally responsive strategies when working with students and families
5. Knowledge of instruction using digital resources and growing experience in supporting instruction with digital focus
6. A demonstrated ability to motivate, stimulate and challenge all students to achieve a high level of performance through rigorous academic standards
7. Experience with observing teachers and giving verbal and written feedback based on a framework
8. Successful experience with coaching staff to be responsive and supportive of all students' needs
9. Ability to promote and ensure a positive DREAM experience for all students and staff
10. Experience with implementing positive behavior supports
11. Excellent communication skills
12. Documented record of excellent attendance and punctuality
13. Experience using ATSSUM
14. Strong computer and technology skills
15. Previous satisfactory experience as a Test Coordinator is preferred

16. Previous satisfactory experience supervising advanced level classes on the middle school, junior high school, or high school level preferred

17. If applicable, satisfactory ratings for past two years which ratings were provided

DUTIES/RESPONSIBILITIES:

1. Work closely with Central DREAM team to implement all aspects of DREAM – SHSI.
2. Organize and supervise all aspects of the DREAM program at your site, including but not limited to:
 - Supervising all DREAM staff, including teachers, guidance counselors, student workers, and any other support staff
 - Create site schedule to accommodate all aspects of the program for all participating students.
 - Maintain a log of observations and a file of formal written observations
 - Liaise with the SHSAT practice test vendor, as needed
 - Provide teachers with regular verbal and written formative feedback, as based on a framework
 - Facilitate and lead orientation sessions for students and families, and able to deliver them virtually
 - Facilitate parent meetings and/or workshops that meet the needs of DREAM families, and be able to deliver them virtually if needed
 - Provide for student and faculty programming and organization, including the academic, guidance/advisory, enrichment, and mentoring components of the program
 - Respond, in a timely manner, to student, parent, and staff inquiries
 - Implement a progressive ladder of discipline
 - Liaise with the Office of Pupil Transportation, Office of School Food, and other relevant NYCDOE offices to meet the needs of all students.
 - Maintain a positive relationship with other administrators at the host school
 - Prepare and submit all required reports to the Central DREAM team
 - Maintain accurate attendance rosters of program participants using ATSSUM
3. Attend and assist with citywide staff orientation and professional development
4. Attend all required meetings

WORK SCHEDULE:

Instructional Days:

10 Saturday sessions from Saturday, March 2, 2024 to Saturday, June 1, 2024

Instructional Hours: 8:30am – 1:30pm

Required Pre-Service Professional Development:

In Person at site: Saturday, February 10, 2024

Remote learning: Tuesday, February 27, 2024, and Wednesday, February 28, 2024 (after school hours)

Dates and time may vary based on need and budget

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 January 16, 2024 to: shsi@schools.nyc.gov with subject line “DREAM Site Supervisor Position.” Please also complete this survey once you submit your materials: <https://forms.gle/KDiRyk5cu59e1rYB9>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail SHSI@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 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.*
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.***