

THE NEW YORK CITY DEPARTMENT OF EDUCATION DIVISION OF HUMAN RESOURCES 65 Court Street, Brooklyn, N.Y. 11201

Post Date: October 22 ,2013 **Deadline**: December 1, 2013

PER SESSION VACANCY CIRCULAR # 116,

Please Post

(Subject to Funding Availability)

PROFESSIONAL DEVELOPMENT PROGRAM for TEACHERS of AMERICAN HISTORY in MIDDLE and HIGH SCHOOLS

"Leadership and Change is a Teaching American History (TAH) Federal Grant designed to improve content knowledge and pedagogical skills of teachers of U.S. History. Teachers of U.S. History (General or Special Education) from middle and high schools are eligible Approximately twenty five teachers per year will participate in an intensive professional development program featuring U.S. History professors, leading NY City Museum Educators and DOE Social Studies professional development experts.

POSITION: TAH grant Teacher-Historian in NYC Middle and High Schools.

LOCATION: Various museums and historical venues NYC.

ELIGIBILITY: NYC licensed and appointed teacher in MS or High School

currently teaching U.S. History or equivalent Humanities class(es),

2013-2014

or who will be teaching such class(es) this year.

SELECTION CRITERIA

- Must teach or supervise U.S. History in middle or high school.
- Participating in the school day Leadership and Change Program.
- Must have two consecutive years of satisfactory experience
- Evidence of or interest in developing good pedagogical skills and sound U.S. History knowledge
- Ability to communicate (written and oral) effectively

DUTIES AND RESPONSIBILITIES:

- 1. Participate in all professional development activities.
- Develop and disseminate program materials and improve content knowledge and pedagogic skills among school colleagues.
- 3. Submit required group and/or individual curriculum project.

SCHEDULE: 12/14, 2/1, and TBA

SALARY: As per UFT Collective Bargaining agreement (per session)

APPLICATION: Please submit OP-175 application, The attached application,

recommendation letter from your supervisor, and essay to:
Brian Carlin, TAH Grant Project Director, 3450 E. Tremont
Ave., Room 220, Bronx, New York 10465 or by fax to:
Fax: 718/794-7435 or by email to Bcarlin@schools.nyc.gov

If you have questions concerning this activity, please email Bcarlin@schools.nyc.gov

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

"Teaching American History: Leadership and Change"

Teacher-Historian Cohort Application 2013

Name	
School	School Phone
Home Address	
Home Phone	
Email Address	
Cell Phone	
Subjects or grade taught this ye	ear:
Years of Teaching Experience:	
Higher Education:(college, major, g	rad school(s), credits, etc.)

Brian Carlin TAH Grant Project Director 3450 E. Tremont Avenue Bronx, New York 10465

Fax: 718/794-7435 Bcarlin@schools.nyc.gov

Completed applications must be received by December 1st 2013

OP-175 - 2013-2014



2013-14 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:					
Но	me Address:						Zip	Code:		
Но	me Phone: (_)	File I	No.:		Email Ac	ldress:			
1.	Are you a full-ti	ime employee of	the NYC De	partment of I	Education?		Yes	No		
	If yes, indicate	current work loc	ation: CFN _		_ District _		School/O	ffice		
	License or Title	e		Hours of E	mployment f	from		to		
2.	Per Session Po	osition for which	you are Appl	lying: Progra	ım Name: _					
	CFN Dis	strict App	roximate Star	rt Date	Do y	ou claim	retention ri	ghts? Yes _	No	
	School/Office _			Approx	imate Total	No. of H	ours in Activ	/ity		
	Work Hours Mo	onday – Friday _		to	Sa	aturday -	- Sunday		to	
3.		1, 2013 and Jui No								
	a. Program N	ame:								
	CFN	_ District	Approximat	te Start Date	Do y	you claim	n retention r	ights? Yes ₋	No	
	School/Off	ice		Ар	proximate T	otal No.	of Hours in	Activity		
	Work Hour	s Monday – Frid	ay	to	Sa ^t	turday –	Sunday	to	0	
	b. Program N	ame:								
	CFN	_ District	Approximat	te Start Date	Do y	you claim	n retention r	ights? Yes .	No	
	School/Off	ice		Арр	roximate To	otal No. c	of Hours in A	Activity		
	Work Hour	s Monday – Frid	ay	to		Saturd	ay – Sunda	y	to	
4.	Will your total 500? Yes		rs for this yea	ar, including	the hours fo	or the po	sition for wh	nich you are	e applying, excee	:d
5.	If yes, have you	u submitted a wa	aiver request	to exceed th	e 500 hour r	maximun	n? Yes	No	<u></u>	
6.	bound by this understand that application nul	regulation. I affi at a willfully false	irm that the in e answer to a may result in	nformation gi any question loss of rete	ive above is contained hontion rights,	, to my la nerein is cancella	knowledge, a Class E	accurate ar felony whic	derstand that I and complete, and hishall render the high property of th	l I is
	Siç	gnature of Applic	ant				Da	te		
7.	Approval by F position and th 175.	Per Session Su at the selection	pervisor: I was made af	certify that the ter following	nis applicant advertising p	t posses procedur	ses the qua es set forth	alifications e in Chancell	established for th lor's Regulation (iе)-

Date

Signature of Per Session Program Supervisor

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.

- 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 1st *through* June 30th.
- 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_{st} 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.*