



Department of
Education

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

Date Re-Posted: 4/4/2024
Deadline: 6/15/2024

RE-POSTED SY23-24 PER SESSION VACANCY NOTICE # 0402

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Principal or Supervisor
Save for College Program Ambassadors
Up to 33 positions available
Office of Student Pathways
Work supervisor: Sabine Maura, Senior Director, External Partnerships

The NYC Kids RISE Save for College Program is a scholarship and savings program designed to make college and career training more accessible for all NYC public school students— regardless of family income or immigration status.

The Office of Student Pathways oversees the programmatic components of the Save for College program. As part of the 2021 [Juneteenth Economic Justice Plan](#), the City announced the expansion of the Save for College Program to all kindergarten students enrolled in over 1,000 NYC Public Schools (including participating charter schools) starting September 2021. To respond to additional capacity needs the Office of Student Pathways is hiring ambassadors to engage in data, communications, and other program supports at regular per session rate for the Save for College program team. Specific work dates and times to be mutually agreed upon.

LOCATION:

Various school/district locations to be determined or
110 William St, New York, NY 10038

ELIGIBILITY REQUIREMENTS:

NYC Department of Education licensed and appointed Principal or Supervisor.

SELECTION CRITERIA:

- At least two (2) years of satisfactory (Highly Effective/Effective) experience within the NYCDOE.
- Passionate, reflective, and collaborative educator who has a positive impact on student learning.
- Effective and engaging communicator. Excellent interpersonal, customer service, and follow-up skills.
- Ability to articulate lived experiences as a NYC public school educator, with aspects of Save for College program details in a compelling way.
- Interest in expanding post-secondary readiness efforts and access.
- Strong computer skills, including comfort with Microsoft Office, Google Workspace, social media, and learning new technologies.
- Preferred: additional familiarity and fluency with Microsoft Teams, Excel, and PowerBI

DUTIES/RESPONSIBILITIES:

Per session personnel will perform one or more of the following tasks under the direction of the work supervisor:

- Manage PowerBI driven Save for College Program report
 - Ongoing access permissions management for newly designated SFC school liaisons
 - Aggregating NYC Kids RISE participant data for refreshing Save for College Program Report

- Refine or create tracking databases and conduct insights and pattern/trend analysis to generate citywide, district, and school level reports on program participation and implementation, including
 - Opt out implementation
 - Milestone completion
 - Professional learning attendance
 - Support requests and school engagement
 - Parent engagement
- Develop user friendly (accessible), quick alternate data tracking mechanisms, database, and flow for student and family data.
- Troubleshoot technology issues with various steps of Save for College engagement arising via Save for College inquiry inbox, and demonstrates empathy in responding to and troubleshooting school and district challenges.
- Help schools way-find and understand resources to support milestone implementation and incorporation of the program into ongoing school operations.
- Develop and provide feedback on communications templates and targeted copy aligned to a communications campaign calendar articulating SFC status updates and next steps.
- Monitor readership and engagement to continually hone copy and report on user insights.

WORK SCHEDULE:

- July 2023 - June 2024
- Exact dates, times, and hours to be determined by the Senior Director based on the availability of funding within these parameters:
 - Monday – Friday: 8 am – 8 pm
 - Saturday - Sundays: 8 am – 8 pm
 - No Holidays
 - Work cannot be completed during school /work hours
- Hours up to, but not limited to the approximate number of hours listed. Additional hours 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:

Send application: OP 175, copy of resume and cover letter to: Sabine Maura at smaura@schools.nyc.gov with subject line: SFC Ambassador Application.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail Sabine Maura at smaura@schools.nyc.gov with subject line: SFC Ambassador Application.

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.***