



Department of  
Education

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

Date Posted: 5/8/2024

Deadline: 12/31/2024

SY24-25 PER SESSION VACANCY NOTICE # 1278

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)**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

Teachers

Copy Editor for Annual Arts in Schools Individual Reports (4 positions total)

#### LOCATION:

4360 Broadway New York, NY 10033

#### ELIGIBILITY REQUIREMENTS:

New York City Department of Education licensed teacher of dance, music, theater, and/or visual arts.

#### SELECTION CRITERIA:

1. At least one year satisfactory experience reviewing Annual Arts in Schools Survey and individual school reports
2. Familiarity with Annual Arts in Schools survey and individual school reports
3. Experience editing arts-related content material for publication
4. Strong written communication skills (editing, grammar, spelling, and formatting)
5. Strong computer skills (MS Excel, MS Word)

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:

1. Read open-ended school survey responses and review for grammar, spelling, and formatting errors.
2. Use discretion to ensure survey responses are accurate and communicated clearly as edited responses will be published as part of Individual Arts in Schools reports to be posted on DOE school websites.

#### WORK SCHEDULE:

June 10 through June 30, 2024 hours to be determined Monday through Friday between 9:00 am and 5:00 pm (Up to 30 hours per position)

Note: As program is subject to funding, all dates, times, and hours to be confirmed

#### SALARY:

Per Session rates as per the relevant union/organization of the advertised title (UFT, CSA, DC-37 - Collective Bargaining Agreement).  
Contingent Upon Funding Availability.

#### APPLICATION INSTRUCTIONS:

Send application: OP 175, copy of resume and cover letter by December 31, 2024 to Darleen Garner.

Email: [dgarner@schools.nyc.gov](mailto:dgarner@schools.nyc.gov)

Attention: Copy Editor for Annual Arts in Schools Individual Reports

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail [dgarner@schools.nyc.gov](mailto:dgarner@schools.nyc.gov)

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.*  
**Regulation C-175.**