



Department of
Education

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

Date Posted: 10/25/2024

Deadline: 11/25/2024

SY24-25 PER SESSION VACANCY NOTICE # 1657

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

TITLE SOUGHT: Teacher

NAME OF THE PER SESSION JOB POSITION AND BRIEF DESCRIPTION IF AVAILABLE: Senior Peer Recruiters will serve as inclusive teacher recruitment and hiring ambassadors for their school and support their school leader with filling teacher vacancies from March 3rd through June 30th. In addition, they will act as mentors to other Peer Recruiters, facilitating small group meetings and providing more individualized support/guidance as needed.

NUMBER OF POSITIONS AVAILABLE: 10

NAME OF THE NYCDOE DIVISION AND/OR OFFICE REQUESTING THIS POSITION: Office of Teacher Recruitment and Quality

NAME OF WORK SUPERVISOR: Jennifer Roesch

LOCATION:

This per session activity shall be in-person. Selected staff can conduct duties asynchronously as determined by the school and program administration.

ELIGIBILITY REQUIREMENTS:

New York City Public Schools (NYCPS) licensed and appointed teacher working within Districts 7-12, 16, 17, 19, 23, 27, 32, 75, and select ACCESS schools within the previously listed geographical districts or added at the discretion of the Office of Teacher Recruitment and Quality. Applicants must have 2+ years of full-time classroom experience at their current school.

SELECTION CRITERIA:

- Required: Served as a Peer Recruiter in either 2023 or 2024.
- Ability to plan and lead small group work and facilitate discussions within group setting (~30 people)
- At least two (2) years of satisfactory (Highly Effective/Effective) experience working as a classroom teacher within the NYCDOE.
- Passionate, reflective, and collaborative educator who has a positive impact on student learning.
- Desire to inspire outstanding teacher candidates to teach for their school and act as a school ambassador and new teacher mentor.
- Effective and engaging communicator. Excellent interpersonal, customer service, and follow-up skills.
- Ability to articulate experiences as a NYC public school teacher and the culture of their school in a compelling way.
- Ability to clearly share information about the NYCDOE application and hiring process.
- Commitment to diversity in educator and new teacher recruitment.
- Strong computer skills, including comfort with Google classroom, social media and learning new technologies.
- Committed to inclusive recruitment, hiring, and onboarding
- Preferred: Involved in their school's hiring process and/or part of their school's hiring committee
- Preferred: While teachers from all subjects are eligible to apply, we especially encourage teachers certified in Students with Disabilities, Math, Science, World Languages, ENL, or Bilingual subjects to apply.

DUTIES/RESPONSIBILITIES:

COORDINATE NEW TEACHER SELECTION PROCESS

- Commit to working as a Peer Recruiter through June 30, 2024.
- Participate in all online trainings and complete assignments by designated deadlines within your allotted per session hours.

- Work closely with school principal(s) and the Office of Teacher Recruitment and Quality (TRQ) to determine school hiring needs and create a structured plan for teacher recruitment, hiring, and onboarding.
- Attend virtual and in person networking events, screen applicants, and cultivate a pool of teacher candidates for school openings.
- Support school principal(s) with management of school hiring team and selection process.
- Create marketing materials, guidelines, resources and tools for hiring year-over-year.
- Develop collaborative relationships and serve as an ambassador and voice for your school community and district.
- Understand the candidate pathways and facilitate a strong new hire experience.
- Communicate with candidates and new hires to ensure they stay connected to your school throughout the process.
- Complete the onboarding, mid-point, and exit surveys to share your experience and learnings from the program.
- Implement [Inclusive Teacher Recruitment and Hiring Initiative \(ITRHI\) resources](#) as appropriate throughout the hiring process.

MENTOR FELLOW PEER RECRUITERS

- Complete additional Senior Peer Recruiter training in March 2024
- Co- support a team of no more than 30 Peer Recruiters
- Mentor and serve as a point person for team of Peer Recruiters to further enhance collaboration and explore best practices aligned to program goals
- Facilitate small group meetings and discussions with assigned team of Peer Recruiters

WORK SCHEDULE:

March 3rd through June 30th, 2024, various dates and times. The schedule will be determined by the Peer Recruiter in collaboration with their school principal and TRQ in order to complete all tasks and assignments. 4-8 hours per month can be worked Monday through Saturday from 8 AM-8 PM. Work cannot be completed during school work hours. Peer Recruiters may work up to 40 hours total through June 30, 2024. Additional hours may be granted upon the approval of the school administration.

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:

Candidates must complete the 2024-2025 OP-175 Form and submit [this linked application](#) to be considered for this position.

When clicking on the OP-175 Form, you will need to download in order to edit the form. Only complete applications submitted will be considered. Only candidates that meet the above criteria will be contacted. **Those candidates who meet the criteria will be contacted in January 2025.**

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail jroesch2@schools.nyc.gov and/or [contact TRQ through HIRE Connections](#) with the subject line "Senior Peer Recruiter 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 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.***