



Department of  
Education

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

Date Posted: 11/14/2024  
Deadline: 12/20/2024

SY24-25 PER SESSION VACANCY NOTICE # 1796

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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: 2025 New York City Job Search Ambassador (Up to 10 positions), Division of Human Resources, Office of Teacher Recruitment and Quality

### LOCATION:

Office of Teacher Recruitment and Quality office locations and more TBA

### ELIGIBILITY REQUIREMENTS:

New York City Public Schools (NYCPS) licensed and appointed teacher for the 2024-2025 school year. Minimum of 2 years of full-time classroom experience, in at least one of the following certification areas:

- English as a New Language
- Bilingual Education
- Birth – 2 or Pre-K – 6 Childhood Education
- Career & Technical Education (CTE)
- Mathematics
- World Languages
- Science
- Students with Disabilities, Generalist and Moderate/Severe

### SELECTION CRITERIA:

Previous experience with the NYCPS Office of Teacher Recruitment and Quality as a Job Search Ambassador (preferred).

- Demonstrated satisfactory experience in current position and other per session activities.
- Passionate, reflective NYC educator who is making a positive impact on student learning.
- Desire and ability to inspire outstanding candidates to teach for the NYCPS.
- Effective and engaging communicator; confident and inspiring public speaker.
- Ability to articulate experiences as a NYC public school teacher and teaching in high needs schools in a compelling way.
- Ability to clearly share their experiences and information about NYCPS with applicants.
- Strong interpersonal and persuasive writing skills.
- Ability to attend all trainings.

### DUTIES/RESPONSIBILITIES:

#### FACILITATE & CULTIVATE:

- Work closely with the Office of Teacher Recruitment and Quality to inspire and support prospective teachers entering the NYCPS from diverse careers and backgrounds through presentations, emails, phone calls, and office hours support.
- Share stories of your time in the classroom that enhance the candidate's understanding of NYPS's commitment to students.
- Plan and execute Subject Area Nights for prospective candidates, providing deeper insight into what teaching a specific subject looks like in the NYCPS.

- Plan and execute Demo Lesson Day for prospective candidates, providing them with opportunities to demonstrate their teaching abilities for principals and hiring directors.
- Facilitate flagship workshops throughout the job search season:
  - o NYC Public Schools Job Search Workshop
  - o NYC Public Schools Job Search Workshop: Spotlight on Students with Disabilities
  - o Learn More About the Bronx Districts
  - o Learn More About the Brooklyn Districts
  - o Onboarding Workshop

#### **ORGANIZE, PLAN AND CREATE:**

- Present and host subject area nights for candidates to deepen their knowledge of pre-service training, their subject area, and what it means to teach in the NYCPS.
- Cultivate and organize email outreach to specific groups of candidates.
- Learn and be able to accurately speak to NYCPS key messages.
- Provide support to the Job Search Program Manager during the job search season by providing written content about the NYCPS experience to be shared electronically.

#### **ATTENDANCE AND PARTICIPATION:**

- Attend training of the workshop
- Timely response to email communication from the Job Search Program Manager and other team members.
- Be open to regular feedback on performance during events.
- Receive a performance evaluation to help benchmark performance and reference for metrics.
- Complete a survey and attend an end of season focus group upon completion of role.
- Reliability and timeliness; this is key as this is candidates' first exposure to the NYCPS.

#### **TECHNOLOGY SKILLS:**

- Can easily use an online scheduling system to schedule and track attendance at events.
- Can host presentations virtually on Zoom and GoTo Webinar.
- Can access, edit and use Microsoft PPT, Outlook and SharePoint with ease.

#### **WORK SCHEDULE:**

- **TR rate:**
  - o **January– June 2025:** 2-10 hours per month, for events and related activities.
  - o **Days:** Monday-Saturday (No Federal Holidays)
  - o **Timeframe:** 3:30pm – 8:00pm

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:**

- Complete [this online application survey](#), including uploading your cover letter, resume, and OP 175 form.
- Deadline: Applications will be accepted on a rolling basis; all applications (survey and email) must be completed by **December 20, 2024**.
- Questions about this posting can be sent to [teachnycadmissions@gmail.com](mailto:teachnycadmissions@gmail.com) with the subject line “**Job Search Ambassador**”

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail [teachnycadmissions@gmail.com](mailto:teachnycadmissions@gmail.com)

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

**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.***