



Department of
Education

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

Date Posted: 11/5/2024

Deadline: 12/5/2024

SY24-25 PER SESSION VACANCY NOTICE # 1789

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

The Division of Early Childhood Education is seeking Education Administrators and Division of Early Childhood Leadership Coaches for a position as a Manager for the Gifted and Talented Interviewers team. Number of Positions 3.

LOCATION:

DECE Location TBD

ELIGIBILITY REQUIREMENTS:

Currently employed as a New York City Public Schools Education Administrator CSA Level 4 in the Division of Early Childhood (DECE)

SELECTION CRITERIA:

Requirements:

Must have active per session nomination to be selected at the time of application

Available to attend and facilitate one evening training in **January**

Available to work evenings and weekends between **January and February**

Available to facilitate and attend additional required trainings and optional office hours

Available to work at least 15-20 hours per week between **January and February**

Experience supervising in the Division of Early Childhood Gifted and Talented process for at least two or three cycles

Experience managing and supervising Gifted and Talented per session interviewers and approving timesheets

Experience with data management systems such as Google Sheets and Microsoft Excel

Preferred:

Staff with early childhood licenses and/or employment experience (including employment for the Division of Early Childhood Education)

Be familiar with Teaching Strategies GOLD Authentic Assessment System

Fluency – reading, writing, and speaking – in one or more foreign languages (including but not limited to: Arabic, Bengali, Chinese-Cantonese/Mandarin, Haitian/Creole, French, Korean, Russian, Spanish, or Urdu)

Gifted and Talented Interviewers who cannot attend or are absent from scheduled trainings, miss a scheduled interview, fail to meet the G&T interview guidelines, do not input notes, nomination determinations or the rationale or attempt to claim additional per session hours beyond time allotted will be released from the assignment.

DUTIES/RESPONSIBILITIES:

Facilitate remote training on G&T interview process and instruct interviewers on provided protocols and guidelines

Provide instructions on scheduling interviews with families using provided script

Oversee the remote G&T interviews process with parents of 4/5-year-olds who are interested in being added to the G&T lottery but are not currently enrolled in a DOE pre-K program

Write and manage communications to families whose children do *not* attend a DOE school; including initial outreach and follow ups to confirm all families who are interested in an interview successfully secure one

Review low-inference notes, nomination selection, and nomination justification in the Nomination App, provide feedback to interviewers for corrections

Demonstrate clear and articulate language skills
Demonstrate understanding of child development and early childhood developmental milestones aligned with Pre-kindergarten Learning Standards (PLS)
Adhere to policies and procedures relating to confidentiality
Use and monitor the DECEGT email account for all correspondence and updates regarding the interviewers
Monitor and reply within the DECE Gifted and Talented inbox for family questions on nomination process, interview process, interviewer assignments or reassignments and triage of escalations.
Liaise with data team on nomination tool in order to assign interviewers to families, and support with tech issues for interviewers
Ensure all Non-DOE families have received a nomination
Review and approve timesheets for interviewers
Train interviewers team on communicating with families via telephone, video calls with camera on, and email in **timely and** a professional manner
Willingness to engage with families on camera if conducting interviews via teleconferencing, if needed, towards OSE deadline to submit final data

WORK SCHEDULE:

Training to take place during evenings starting in December and or January
Monitoring of interviews to take place during evenings and weekends between December and early February, approximately **which includes time for reviewing note taking and interviewers' nominations in the app**
Note that dates and hours are estimated in the posting, and are subject to change and are not guaranteed
In order to maintain continuity and consistency of interviews, managers should ensure applicants be available to attend the training, conduct 5 - 10 interviews each week of the interview period, and attend office hours when scheduled

SALARY:

Per Session rates as per UFT Collective Bargaining Agreement. Contingent Upon Funding Availability.

APPLICATION INSTRUCTIONS:

Send application: OP 175, copy of resume and survey by closing of posting to DECEJOBS@schools.nyc.gov. Please include the above circular number on your application, and note **Vacancy # and title: Gifted & Talented Manager** in the subject line of your email.
Complete survey: In order for your application to be considered you must also complete the survey linked:
https://docs.google.com/forms/d/1bFXec8P-RoW7u9WghJZTQ0_AzYIOSnOOIUuykGY1BIM/edit

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail decejobs@schools.nyc.gov

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.***