



Department of  
Education

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

Date Posted: 9/20/2024

Deadline: 10/30/2024

SY24-25 PER SESSION VACANCY NOTICE # 1524

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)**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

TEACHER

NYC Teaching Fellows Teacher Recruiter

Approximately 6 positions available

Office of Teacher Recruitment and Quality

Reports to: Melissa Castro, Associate Director of Recruitment

#### LOCATION:

TRQ central locations TBD. In person duties may include multiple locations across the city.

#### ELIGIBILITY REQUIREMENTS:

- New York City Department of Education (NYCDOE) licensed and appointed teacher in good standing.
- Current or previous experience with the NYC Teaching Fellows, as either a Fellow, Coach, Lead Instructor, or Ambassador.
- Minimum of 2 years of full-time, satisfactory classroom experience in at least one of the following certification areas: Science, Math, Spanish, Students with Disabilities 1-6 or 7-12, and/or Bilingual Education.

#### SELECTION CRITERIA:

- Demonstrated satisfactory service in current Department of Education position and other per session activities.
- Passionate, reflective, and collaborative educator who has a positive impact on student learning.
- Desire to inspire outstanding candidates to teach for the NYCDOE through the NYC Teaching Fellows program.
- Effective and engaging communicator; comfortable with public speaking.
- Ability to articulate experiences as a NYC public school teacher in a compelling way.
- Ability to articulate experiences with the NYC Teaching Fellows in a compelling way through written and verbal communication.
- Ability to share clear information about teacher pathway options as well as application and hiring processes.
- Strong interpersonal skills.
- Strong organizational skills.
- Demonstrated proficiency as a Teacher Recruiter or Ambassador in a previous year (preferred).
- Demonstrated track record of keeping commitments and self-accountability.

#### DUTIES/RESPONSIBILITIES:

- Work closely with the Office of Teacher Recruitment and Quality to inspire and inform prospective teachers, through various methods such as online events, and phone and email outreach.
- Participate in in-person and online webinars (Information Sessions and Teacher Chats) to provide insights and anecdotes about the profession and the NYC Teaching Fellows program to prospective teachers.
- Provide support with the preparation and execution of online events and outreach to achieve target attendance goals.
- Conduct email and phone outreach to inspire and inform prospective applicants.
- Engage in referral campaigns and share recruitment messaging with personal and professional networks.
- Utilize social media and/or other communication channels to inspire candidates to apply to the NYC Teaching Fellows program.
- Communicate progress and results of outreach and events to recruitment manager via email and online forms.

- Respond to communications from recruitment team staff in a timely and professional manner.
- Participate in an exit interview and survey upon completion of role.
- Attend orientation and training sessions.

## WORK SCHEDULE:

- **TR rate:**
  - **November 2024– June 2025:** 4-15 hours per month, for events and related activities.
  - **Days:**
    - Monday-Friday (No Federal Holidays): 3:30pm-8:00pm
    - Saturday: 9am-6pm
    - No Sundays or Holidays
    - Schedules will be determined by need and availability.

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 online application by October 30th, 2024 at <https://survey.alchemer.com/s3/8020109/2025-NYCTF-Teacher-Recruiter-Per-Session-Application-copy>

- Applicants must submit a resume and their completed OP 175 form with the online application (above).
- *Only applicants who complete the above form will be considered. Please do not send your application by email.*

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail [mcastro22@schools.nyc.gov](mailto:mcastro22@schools.nyc.gov) with the subject line “**NYCTF Teacher 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 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:   
Executive Director Division of Human Capital

Chancellor’s Regulation C-175



# 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.***