



Department of  
Education

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

Date Posted: 9/26/2024

Deadline: 10/28/2024

SY24-25 PER SESSION VACANCY NOTICE # 1527

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)**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 Office of Multilingual Learners seeks multiple trainers who foster a welcoming, fun environment where students learn about advocacy and the legislative process. Teachers should embrace and celebrate students' linguistic and cultural backgrounds, creating a space where all students appreciate and support each other's linguistic and cultural journeys.

#### POSITION:

Program Student Trainer for 2024-2025 Angelo del Toro Puerto Rican/Hispanic Youth (PR/HYLI) Leadership after-school Program.

Several positions available.

#### LOCATION:

Multiple locations in-person in Manhattan

#### ELIGIBILITY REQUIREMENTS:

- New York City Public Schools licensed social studies and language teacher.

#### SELECTION CRITERIA:

- At least three (3) years of satisfactory (Highly Effective/Effective) professional experience within the NYCDOE.
- Permission granted by school supervisor.
- Demonstrated expertise as a trainer/chaperone in a youth leadership program.
- Demonstrated ability in conducting and/or supplementing in person and online lessons and resources.
- Fluency and literacy in Spanish is preferred.
- Strong organizational and administrative skills.
- Conscientious and efficient in fulfilling commitments, adhering to deadlines, and achieving desired outcomes.
- Strong people skills, with the capacity to empathize and build trusting relationships with students and parents.

#### DUTIES/RESPONSIBILITIES:

Personnel will carry out the following responsibilities under the direction of the project leader:

- Work with PRHYLI coordinator and PRHYLI staff to co-lead interactive educational morning sessions, incorporating arts and games, to build community and foster students' understanding in areas such as the legislative process, leadership, advocacy, teamwork, culture, communication.
- Coach students in Public Speaking, Debate, and Persuasive Communication
- Incorporate engaging activities and discussions into afternoon lessons in English and Spanish that promote leadership skills, culture, teamwork, student voice, and ethical decision-making among students.
- Chaperone and accompany students on a trip to Albany for the Leadership Weekend
- Collaborate closely with central staff, PRHYLI administrators and coordinators to organize Community Action Day, which involves holding virtual planning meetings with both staff and students.
- Oversee the completion of student legislative bill worksheets by the February deadline.
- Monitor student progress, offering feedback and advice to improve the quality of their arguments and overall readiness
- Ensure that all materials and resources are available and accessible to students ahead of the deadline.

- Guide and mentor students in developing strong, well-researched arguments for the legislative bills.
- Provide ongoing support and resources to ensure students are fully prepared for their presentations.
- Performs other related tasks as assigned by the Office of Multilingual Learners and PR/HYLI coordinator, administrator and central staff.

## WORK SCHEDULE:

Up to 135 HOURS. Can not exceed 135 hours in total.

October 26, 2024 – March 18, 2025

- **Staff Training Sessions led by the Office of Multilingual Learners:**  
October 26 (in-person), October 27 (virtual), and December 7 (in-person), from 10:00 a.m. to 2:30 p.m.
- **PRHYLI Statewide Train-the-Trainer Session:**  
November 16, 2024 (in-person), from 9:00 a.m. to 3:00 p.m. in Manhattan
- **Saturday Student Sessions:**  
November 23, 2024, December 14, 2024, January 4, January 11, February 1, February 8, and March 1, 2025, from 8:00 a.m. to 3:30 p.m. (Note: hours may vary on November 23 and March 1).
- **Weekday Hours (Monday to Friday):**  
3:30 p.m. – 7:30 p.m. (additional hours may be required for program and student support).

### Albany Trip:

- **Weekend in Albany, NY:**  
Saturday, March 8, Sunday, March 9, and Monday, March 10, 2025 (principal permission is required for Monday). Newly hired teachers must inform their school supervisor upon receiving their hiring letter.

Hours up to, but not limited to the approximate number of hours listed. Additional hours will not be granted.

## 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:

[Click here to submit your application](#) to the PR/HYLI hiring committee by the posting deadline:

<http://s.alchemer.com/s3/6806f485ddd>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please email [Lpineda@schools.nyc.gov](mailto:Lpineda@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 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.*



# 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.***