



Department of
Education

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

Date Posted: 5/8/2023

Deadline: 6/30/2023

SY23-24 PER SESSION VACANCY NOTICE # 0163

2023-2024

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Principal Conductor: All-City High School Chorus, Concert Band, Jazz Ensemble, Latin Ensemble, Marching Band, Modern Music Project, or Orchestra

7 Positions, 1 for each All-City ensemble

LOCATION:

Various Citywide Locations

ELIGIBILITY REQUIREMENTS:

New York City Department of Education licensed teacher of music currently assigned as a teacher of vocal or instrumental music, grades 9-12 preferred

SELECTION CRITERIA:

1. Holds active New York State teaching certification in music
2. Strong conducting skills
3. Extensive knowledge of and experience selecting and rehearsing high school-, college-, and professional-level repertoire, solo and chamber music repertoire for the instruments and ensemble type that candidate is applying to lead
4. Extensive knowledge of ensemble pedagogy as well as vocal/instrumental pedagogy resulting in improved performance technique and directly corresponding to the instruments and ensemble type that candidate is applying to lead
5. Strong performance and sight-singing skills in the area of musical specialization corresponding to ensemble that candidate is applying to lead
6. Effective or Highly Effective ratings in Advance for the past three years while teaching in NYCDOE music programs; experience in high school ensembles preferred; must have extensive experience leading musical ensembles of the same type that candidate is applying to lead
7. History of demonstrated excellence in preparing students for high-level, high-quality musical performances, as well as engaging and retaining the majority of students in a sequential music program
8. Ability to critically assess musical, organizational, and interpersonal challenges and identify and implement effective solutions
9. Ability to work collaboratively with teacher colleagues and program manager
10. Demonstrated evidence of strong leadership skills
11. Demonstrated ability to foster student leadership and student musical autonomy
12. Demonstrated ability to be well organized and follow detailed instructions and procedures
13. Demonstrated ability to work well under pressure and to meet deadlines
14. Willingness to teach weekly on Saturdays, per work schedule listed below, and to participate with All-City ensemble in several performances/events at NYC venues throughout the school year
15. Documented record of excellent attendance and punctuality
16. Demonstrated ability to communicate in a professional, clear, timely, and transparent manner, in speech and in writing, to exercise sound professional judgment, and to display professionalism, positivity, and respect in all ways at all times
17. Proficiency using cloud-based computer applications and music-specific software (e.g., Google Workspace for Education, Office 365, Soundtrap, SmartMusic, MusicFirst; audio and video editing software) for integration into pedagogy, production of virtual performances, and recordkeeping

18. For All-City Jazz Ensemble Principal Conductor position: Extensive knowledge and experience coaching students to perform well-executed improvised and/or prepared solos, teaching students to gain proficiency in improvisation, and coaching the rhythm section in authentic jazz performance techniques
19. For All-City Latin Ensemble Principal Conductor position: Extensive knowledge of various Latin styles (e.g., salsa, merengue, guaguancó, bomba y plena, Cuban rumba and son), including how each component of the rhythm section functions in each style AND extensive knowledge of Latin ensemble performance conventions and pedagogy that results in stylistically authentic performance
20. For All-City Marching Band Principal Conductor position: Extensive knowledge and experience with items/issues particular to marching band, including marching basics, equipment and supplies needed for marching with wind and percussion instruments, cadences, drum major commands, uniforms, flags/choreography, and parade logistics
21. For All-City Modern Music Project Principal Conductor position: Extensive knowledge of various contemporary styles (e.g., hip hop, pop, rock), including how each component of the band functions in each style; Extensive knowledge of contemporary performance conventions and pedagogy that results in stylistically authentic performance; Extensive knowledge of modern band pedagogy, as well as vocal, string, wind & percussion pedagogy resulting in improved performance technique; Extensive knowledge and experience in the areas of songwriting and music production; Extensive knowledge and experience coaching students to create and refine original musical content in collaboration with other students and to perform well-executed improvised and/or prepared solos, teaching students to gain proficiency in songwriting, music production, and improvisation; Strong skills in songwriting, music production, instrumental/vocal performance, and/or improvisation - multiple areas preferred

Note: Applicants for per session employment who are not employed in the Department of Education's regular school program or adult education program shall be considered for selection only if no qualified day school teacher or adult education employee is available.

DUTIES/ RESPONSIBILITIES:

1. Lead efficient, effective and engaging weekly rehearsals and coaching sessions
2. Work collaboratively with assistant conductors to prepare students for concerts/performances
3. Actively recruit students to audition and enroll in the All-City High School Music Program
4. Select appropriate repertoire for concert performances while mindful of students' musical skills, purpose/context of each performance, and performance time constraints
5. Take an active role in all aspects of student supervision
6. Maintain ongoing communication with staff and All-City High School Music Program Supervisor to plan and coordinate program activities
7. Take an active role in overseeing all aspects of rehearsals/coachings as well as concert participation, including but not limited to:
 - a. regular updating of emergency contact information in the OASP-specified electronic system(s) (shared with the All-City High School Music Program Manager and select OASP staff) and updating of student software login information, as needed
 - b. weekly updating of attendance records using OASP-specified electronic system (shared with the All-City High School Music Program Manager and select OASP staff)
 - c. collecting required forms (e.g., media consent form), maintaining an orderly record of forms collected, and making outreach to ensure that all forms have been fully and accurately completed and submitted, as specified
 - d. ongoing communication with students and parents (email, phone, in person) regarding regular attendance and punctuality
 - e. weekly musical preparation for rehearsals/coachings, including thorough score study, review of student recordings, and preparation of guide tracks and study recordings
 - f. setting goals for each rehearsal, preparing a rehearsal outline in collaboration with All-City High School faculty, and maintaining focus around rehearsal goals
 - g. actively and frequently providing specific feedback and adjusting instruction as needed in response to students' performance to foster and maximize students' musical growth
 - h. weekly distribution of MetroCards at in-person rehearsals and monthly completion of MetroCard accountability forms, according to specified procedures
 - i. assisting All-City High School Music Program Supervisor in securing rehearsal site building permits, serving as liaison between program administrators, custodial staff, and school site administration
 - j. submitting and reviewing several drafts of the concert program, performance narratives, stage plots, and award nominee biographies by requested deadlines
 - k. oversee maintaining and submitting semi-annual inventory, including instrument/equipment purchase and distribution
8. Oversee timely distribution, collection and submission of payroll and related staff documents to All-City High School Music Program Supervisor and/or OASP electronic timesheet processing systems, as applicable
9. Assume responsibility for all students in matters related to student safety and discipline

10. Exercise sound professional judgment at all times and maintain a positive, respectful, proactive stance while remaining in accordance with all NYCDOE Chancellor's regulations
11. Ensure safety protocols are followed, including securing the building at the end of each activity, maintaining student privacy when using digital materials/systems, and strictly adhering to the most up-to-date COVID-19-related safety guidelines

WORK SCHEDULE:

August 2023 through Fall 2023 and beyond - Saturdays, 8:30 am to 12:30 pm OR 1:00 pm to 4:30 pm. Other weekday and weekend hours as needed, dates and times to be determined.

Up to 200 hours total for Chorus, Concert Band, Jazz Ensemble, Latin Ensemble, Modern Music Project, and Orchestra.

Up to 250 hours total for Marching Band.

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:

Submit application: OP-175, copy of resume, cover letter, and copy of your NYS teaching license by June 30, 2023 to:

<https://forms.gle/tX4EiaeGcCbM7DB88>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please email lbucko@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: 
Executive Director, Division of Human Resources

2023-24 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, 2023 and June 30, 2024, 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.***