



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 # 0173

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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  
Salute to Music Program Manager  
1 Position

#### LOCATION:

Various Citywide Locations, including NYCDOE schools and concert halls affiliated with universities and/or cultural organizations

#### ELIGIBILITY REQUIREMENTS:

New York City Department of Education licensed and appointed teacher of music currently assigned as a teacher of instrumental and/or vocal music

#### SELECTION CRITERIA:

1. Holds active New York State teaching certification in music
2. Minimum five years satisfactory experience coordinating NYCDOE high school- or middle school-level instrumental and/or vocal music programs and organizing performances
3. Extensive knowledge of repertoire (ensemble, solo, and chamber) for chorus, concert band, jazz ensemble, and/or orchestra and associated instruments
4. Extensive knowledge of pedagogy/rehearsal technique (in-person, remote, and hybrid) and instrument care, safety, and maintenance needed for instruments in concert band, jazz ensemble, and/or orchestra
5. Extensive knowledge of DOE rules, regulations and standard operating procedures related to budget management, including purchasing, payroll, and building permit procedures
6. Effective or Highly Effective ratings in Advance for the past three years while teaching in NYCDOE instrumental or choral music programs, high school- or middle school-level preferred
7. History of demonstrated excellence in preparing students for high-quality musical performances
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 OASP leadership staff
10. Demonstrated evidence of strong leadership skills
11. Excellent organizational, administrative and communication skills (in speech and in writing)
12. Demonstrated ability to work well under pressure and to meet deadlines
13. Documented record of excellent attendance and punctuality
14. 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
15. Available to conduct weekly visits to Saturday rehearsal sites

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. Work closely with Director of Music and Office of Arts and Special Projects to develop, implement and support program activities
2. Create program budget and monitor expenditures; facilitate purchasing of equipment, software, supplies, and services
3. Hire and mentor program staff
4. Coordinate all student recruitment activities and auditions
5. Work with program staff to plan and oversee calendar of events and concert programs
6. Initiate and monitor building permit process and serve as administrative liaison at rehearsal sites and concert venues
7. Maintain schedule of weekly oversight visits to Saturday morning rehearsal
8. Coordinate with Director of Music and OASP staff to develop and maintain electronic infrastructure for program functions, including but not limited to establishing a Google Classroom for each ensemble, permission/consent form distribution, collection and storage, student attendance, software account rosters, and per session processing
9. Maintain and oversee Salute to Music faculty implementation of electronic emergency contact information system(s), electronic attendance system, electronic forms, timesheet and log submission, music-specific software, and sharing of rehearsal outlines via Office 365 or Google Suite
10. Ensure real-time updating of online accountability/recordkeeping systems for Salute to Music per session usage, purchasing, inventory, student software accounts, and Salute to Music Budget (shared by/with Director of Music and select OASP staff)
11. Manage and oversee all aspects of MetroCard ordering, distribution, and documentation
12. Prepare and submit payroll for program staff
13. Maintain communication with student participants' families, as needed
14. Organize, oversee all aspects of dress rehearsals and concerts, e.g., hall quotes, tours, and reservations; venue logistics; preparation of schedules, concert programs, permission slips, concert narratives
15. Lead all aspects of producing virtual performances, including preparation of guide tracks, timely preparation and collection of students recordings, coordinating audio and video editing processes, reviewing and finalizing draft videos
16. Ensure professional, timely reporting of incidents to Director of Music and perform all requested follow-up actions and communications while maintaining necessary confidentiality
17. Exercise sound professional judgment at all times and maintain a positive, respectful, proactive stance while remaining in accordance with all NYCDOE Chancellor's regulations
18. Ensure safety protocols are followed, including securing the building at the end of each activity, maintaining student privacy when using digital materials/systems, and strict adherence to the most up-to-date COVID-19-related safety guidelines, including verifying proof of COVID vaccination for student participants and distribution of music-specific and non-music-specific PPE.
19. Carry out additional duties, as needed, for the efficient operation of the program

## WORK SCHEDULE:

August 2023 through Fall 2023 and beyond – Saturday mornings and other weekday and weekend hours, as needed. Dates and times to be determined

Up to 400 hours total

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/BnW3vfUB5XB8m7YVA>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail [lbucko@schools.nyc.gov](mailto: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: *Peter Janniello Ph. D.*  
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 \_\_\_\_\_

• 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 \_\_\_\_\_

• **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)**

○ 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 \_\_\_\_\_

○ 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 \_\_\_\_\_

• Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400?  
Yes \_\_\_ No \_\_\_

• If yes, have you submitted a waiver request to exceed the 400 hour maximum? Yes \_\_\_ No \_\_\_

• **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

• **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.

- All per session employees must complete an application for per session activity (OP175) prior to commencing service.
- 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.
- 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.
- No individual is authorized to work in a per session activity during a normal school workday.
- 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.
- 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.
- No per session compensation may be paid for work performed at home.
- 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.
- 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.
- 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.
- ***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.***
- 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.***