



**Department of
Education**

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

Date Posted: 5/8/2024

Deadline: 12/31/2024

SY24-25 PER SESSION VACANCY NOTICE # 1262

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Site Supervisor.

Site Supervisor for Middle School Arts Audition Boot Camp: Planning and supervising summer program in Dance, Theater, Instrumental Music, Visual Arts, Vocal Music.

Up to 2 positions.

LOCATION:

Various locations -Talent Unlimited High School, Lincoln Center, 4360 Broadway, Manhattan, Arts Hub, Brooklyn, remote planning

ELIGIBILITY REQUIREMENTS:

NYCDOE licensed supervisor, 10 or more years satisfactory experience as a supervisor of visual and performing arts programs at the middle and/or high school level.

SELECTION CRITERIA:

10 or more years satisfactory experience supervising arts teachers, managing visual and performing arts programs, and organizing gallery shows and performances;

10 or more years satisfactory experience supporting the development of arts curriculum and securing educational and studio materials;

10 or more years satisfactory experience working with cultural arts partners to support arts studio learning goals;

Thorough knowledge of the New York State Standards for the Arts and the Blueprint for Teaching and Learning in the Arts Grades PreK-12;

Ability to work collaboratively with planning committee to frame and shape the program;

Familiarity with all DOE rules and regulations, purchasing and payroll procedures, and student health, safety, and discipline protocols.

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:

Supervise teachers and teaching artists in program planning and implementation in Dance, Theater, Instrumental Music; Visual Arts, and Vocal Music studios, including asynchronous summer arts learning content.

Help organize and lead planning meetings Fall 2024.

Assist with program development in Dance, Theater, Instrumental Music; Visual Arts, and Vocal Music.

Manage program budget including procurement.

Assist with planning and oversight coaching sessions for students.

Administrative support including ordering materials/resources.

Oversight and supervision of all matters concerning student health, safety, and discipline.

Work with faculty and support staff to coordinate and produce final student sharing and mock auditions.

Work with the Arts Office to develop, implement, and support the program.

Post-Boot Camp: conduct inventory, secure materials and supplies, process all invoices & payments, debrief with OASP and cultural arts partners.

Supervise up to two follow-up sessions for students to be held in Fall 2024.

WORK SCHEDULE:

Fall 2024 (Saturday & Sunday 8:00 AM – 4:00 PM): Up to but not limited to approximately 14 hours for student follow up weekend; 2-4 hours debrief meeting and notes

Extended days and additional evening hours and weekend hours may be scheduled leading up to and following the program

Up to approximately 50 hours per position. Additional hours granted upon the approval of the hiring manager

Note: As program is subject to funding, all dates, times, and hours to be confirmed

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:

Send application: OP 175, copy of resume and cover letter by December 31, 2024 to: dgarnar@schools.nyc.gov

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

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

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.*