



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: 08/31/2024

SY24-25 PER SESSION VACANCY NOTICE # 1298

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Music teacher for Borough-Wide Salute to Music instrumental and vocal music program and Piano Accompanist

Up to 5 piano accompanists and 65 music teacher positions

### LOCATION:

Various Citywide Locations

### ELIGIBILITY REQUIREMENTS:

New York City Department of Education licensed and appointed teacher of music currently assigned as a teacher of instrumental music, vocal music, or teacher of music - general; middle school instrumental or vocal preferred.

### SELECTION CRITERIA:

1. Holds active New York State teaching certification in music
2. Extensive knowledge of middle- and high school-level ensemble, solo, and chamber repertoire, as well as instrumental or choral/vocal pedagogy, corresponding to one or more of the following ensembles (chorus, concert band, jazz ensemble, orchestra, guitar, piano, modern band); teacher's musical expertise must correspond to the needs of the ensemble(s) where vacancy exists
3. Effective or Highly Effective ratings in Advance for the past three years while teaching in NYCDOE music programs, middle school ensembles preferred
4. History of demonstrated excellence in preparing students for high-quality musical performances, as well as engaging and retaining the majority of students in their school's music program
5. Strong vocal/instrumental performance and conducting skills
6. Ability to critically assess musical, organizational, and interpersonal challenges and identify and implement effective solutions
7. Ability to work collaboratively with teacher colleagues and program manager
8. Demonstrated evidence of strong leadership skills
9. Demonstrated ability to be well organized and follow detailed instructions and procedures
10. Demonstrated ability to work well under pressure and to meet deadlines
11. Willingness to teach weekly on Saturday mornings, per work schedule listed below, and to participate with Salute to Music ensembles in performances at NYC venues at select times during the school year
12. Documented record of excellent attendance and punctuality
13. 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
14. Proficiency using digital audio workstations (DAWs), cloud-based computer applications, and music-specific software (e.g., Google Workspace for Education, Office 365, Pro Tools, Logic, Garage Band, Ableton Live, Soundtrap, SmartMusic, MusicFirst; other audio and video software) for integration into pedagogy, production of virtual performances, and recordkeeping

#### ADDITIONAL SELECTION CRITERIA FOR ACCOMPANIST:

1. Demonstrated evidence of professional-level piano skills, including music sight-reading
2. Demonstrated ability to accompany varied musical styles authentically and fluidly
3. Satisfactory piano audition performance

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 of the Salute to Music Program ensembles
2. Work collaboratively with teacher colleagues and program manager to plan and coordinate program activities and prepare students for scheduled concerts
3. Actively recruit students to audition and enroll in the Salute to Music Program
4. Select repertoire for concert programs in collaboration/coordination with fellow Salute to Music faculty
5. Take an active role in all aspects of student supervision
6. Take an active role implementing/assisting with 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 Salute to 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 Salute to 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. developing and implementing rehearsal outlines and maintaining focus around rehearsal goals, in collaboration with Salute to Music faculty, shared each week electronically with faculty, Salute to Program Manager and select OASP staff
  - g. weekly distribution of MetroCards at rehearsals and monthly completion of MetroCard accountability forms, according to specified procedures
  - h. reviewing several drafts of the concert program, performance narratives, stage plots, and award nominee biographies by requested deadlines
  - i. maintain and submit semi-annual inventory and distribute instruments
7. Exercise sound professional judgment at all times and maintain a positive, respectful, proactive stance while remaining in accordance with all NYCDOE Chancellor's regulations
8. Ensure safety protocols are followed, including securing the building at the end of each activity, maintaining student privacy when using digital materials/systems, and following the most up-to-date COVID-19-related safety guidelines
9. If needed, serve as center director and assist program manager with administrative duties. Duties may include those listed in #6 above, as well as: maintenance of student permission forms, proof of verifying COVID vaccination for student participants, ensuring distribution of music-specific and non-music-specific PPE and strict adherence to the most up-to-date COVID-19 related safety guidelines, staff payroll, obtaining building permits, serving as a liaison to school sites, responsibility for student safety and discipline.

#### ADDITIONAL DUTIES FOR ACCOMPANIST:

1. Provide piano accompaniment and teach choral/vocal parts for weekly sectionals, full ensemble rehearsals, solo coachings, and performances under the direction of the Salute to Music Chorus Director(s) and/or Program Manager of the Salute to Music Program, assuming conducting responsibility only as requested.

#### WORK SCHEDULE:

July 2024- August 2024 – Saturday, 8:30am to 12:00 pm, other weekday and weekend hours as needed, all dates and times to be determined (Up to 130 hours per position)

#### SALARY:

Per Session rates as per the relevant union/organization of the advertised title (UFT, CSA, DC-37 - Collective Bargaining Agreement). Contingent Upon Funding Availability.

## APPLICATION INSTRUCTIONS:

Submit application: OP-175, copy of resume, cover letter, and copy of your NYS teaching license by August 31, 2024 to:

<https://forms.gle/yE4pDA2S4kz6bn1L7>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please email [lbucko@schools.nyc.gov](mailto:lbucko@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.*  
Executive Director Division of Human Capital

**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.***