

The New York City Department of Education
Division of Human Resources
65 Court St, Brooklyn, New York 11201

Post date: May 20, 2011
Close Date: June 20, 2011

Per Session Vacancy Circular # 390, Summer 2011 and School Year 2011-2012 Please Post Committees on Special Education 1-10 AND Districts 1-32
(Subject to Funding Availability)

POSITIONS: Monolingual and Bilingual positions available based on student need:

SCHOOL SOCIAL WORKERS, SCHOOL PSYCHOLOGISTS, TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH PROVIDERS, TEACHERS OF SPEECH IMPROVEMENT SERVING AS AUDIOLOGIST, NYC CERTIFIED BILINGUAL TEACHERS TO SERVE AS TRANSLATORS (LANGUAGES TBD), GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, SCHOOL SECRETARY

LOCATIONS OF ACTIVITY: The assessment activity may be conducted at various sites where students are awaiting assessment and/or reviews. Sites may change during the course of the activity.

ANTICIPATED WORK SCHEDULE: As needed during the 2011-2012 School Year. (All positions are on an as needed basis for the summer and the 2011- 2012 school year)

For Summer: July 5 to July 29, 2011 and August 1 to August 26, 2011: Five hours between 8:30 AM and 1:30 PM: Monday through Friday. Please indicate your preference - July or August, or both, weekdays, weekends, or Holidays.

For School Year 2011-2012: Three hours on Monday through Thursday between 4:00 P.M. and 7:00 P.M. Five hours on Saturdays and/or Sundays between 8:30 A.M. and 1:30 P.M. with no lunch period; December Break, Mid-Winter Break, and Spring Break between 8:30 A.M. and 1:30 PM with no lunch period; as needed on or after September 6, 2011 and ending on or before June 30, 2012.

The per session schedule shall begin and end on such dates that meet the needs of the students only where caseload and/or lack of available qualified daytime staff exist. UFT employees will receive five days notice if his/her position is eliminated in accordance with Collective Bargaining Agreements. If the position is restored during the per session cycle, the employees shall be returned to the per session activity as per Collective Bargaining Agreement.

The regular workday of School Social Workers and School Psychologists selected for after-school per session positions may be scheduled to start before 8:00 a.m. on days necessary to assure timely arrival of employees at the per session site. Employees shall bring work with them from their regular workday in order to complete such work during their per session employment to the extent that time is available. (We are not comfortable with this and feel it should be removed)

ELIGIBILITY: Possession of a valid New York City Department of Education license, certificate or other official credential or qualification for a position title listed above

FOR TRANSLATORS: Possession of a valid New York City Department of Education bilingual teaching license or New York State bilingual teaching certification or bilingual extension will be required.

SELECTION CRITERIA: Selection will include a satisfactory rating and satisfactory attendance throughout the school year, seniority and work sharing for UFT staff.

FOR SCHOOL SOCIAL WORKERS and SCHOOL PSYCHOLOGISTS:

FOR AFTER-SCHOOL PER SESSION, priority of assignment for a position in a district shall be given to staff assigned to the district in seniority order, and then to staff assigned to Citywide programs located within the district and then to other staff from other districts in seniority order.

FOR WEEKEND PER SESSION, staff who completed a minimum of ten days of satisfactory weekend service in school year 1997-1998 School/CSE Assessment Staff activity shall have the opportunity to claim retention to a district in which service was rendered. If the ten days of weekend service were rendered in different districts, member shall have the priority to claim retention to one of the districts. After the awarding of weekend positions based upon retention, priority for weekend positions in the district shall be given to staff assigned to the district in seniority order and then to staff from other districts in seniority order.

FOR SUMMER PER SESSION, staff who completed a minimum of 20 days of satisfactory service in both the Summer 1997 and Summer 1998 School/CSE Assessment Staff activities, shall have the opportunity to claim retention to future activities in the Superintendency where service was rendered. After the awarding of summer positions based upon retention, priority for such position shall be given to staff assigned to the superintendency in seniority order and then to staff from other superintendencies in seniority

FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS AUDIOLOGISTS - Priority of assignment in the following order:

- 1) Teacher of Speech improvement who has earned retention to that position
- 2) Appointed Teacher of Speech Improvement in Districts 1-32 and/or High Schools.

- 3) Assigned Teacher of Speech Improvement in Districts 1-32 and/or High Schools.
- 4) Teacher of Speech Improvement appointed or assigned to another district.

FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH PROVIDERS - Priority of assignment in the following order:

- 1) Teacher of Speech improvement who has earned retention to that position.
- 2) Appointed Teacher of Speech Improvement in Districts 1-32 and/or High Schools.
- 3) Assigned Teacher of Speech Improvement in Districts 1-32 and/or High Schools.
- 4) Teacher of Speech Improvement appointed or assigned to another district.

FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS: Priority of assignment in the following order:

- 1) Teacher of Speech improvement who has earned retention to that position
- 2) Appointed Teacher of Speech Improvement in Districts 1-32 and/or High Schools.
- 3) Assigned Teacher of Speech Improvement in Districts 1-32 and/or High Schools.
- 4) Teacher of Speech Improvement appointed or assigned to another district.

FOR GENERAL EDUCATION AND SPECIAL EDUCATION TEACHERS - Priority of assignment in the following order:

- 1) Teacher who has earned retention to that position
- 2) Demonstrated experience with current curriculum standards preferred.
- 3) Demonstrated experience writing SMART goals preferred.
- 4) Experience implementing the current SOPM preferred.

FOR NYS CERTIFIED BILINGUAL TEACHERS TO SERVE AS TRANSLATORS - Priority of assignment in the following order:

- 1) Trained pedagogical Translators with satisfactory participation in previous per session activities
- 2) Pedagogical personnel who have completed Translator Training but have not worked yet

DUTIES AND RESPONSIBILITIES:

Assessment staff is responsible for developing and reviewing clinical and educational reports and IEPs, which are critical to the proper placement of children in special education classes and programs, as appropriate to the above titles.

Speech Providers will provide individual/group mandated speech and language therapy services as indicated on the IEP mandates goals; Maintain necessary records and folders and to communicate with parents and feeder schools, as needed.

SALARY: Per collective bargaining agreement

APPLICATION: Applications must be entered **on-line** by **June 20, 2011**. As of 5/20/2011, applications may be entered online via the web 24 hours per day/ 7 days per week at: <https://vosurveys.nycenet.edu/se.ashx?s=705E3ED022EB2797>

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

APPROVED: *Peter Janniello PhD*

Dear Colleagues,

We are pleased to announce the Clinical Per Session Application is now online! Beginning today all applications for per session activities for assessment staff is available at the following link:

<https://vosurveys.nycenet.edu/se.ashx?s=705E3ED022EB2797>. The application is available 24 hours a day/7 days a week and can be completed from any computer. Just be sure to **complete the application by 11:59 PM on June 20, 2011**.

The application is open to all School Psychologists, School Social Workers, School Secretaries, Teachers of Speech Improvement serving as Language Evaluators, Teachers of Speech Improvement serving as providers or Audiologists, NYS Certified General Education, Bilingual and Special Education Teachers.

This year you will have the opportunity to apply to activities available at the Committees on Special Education as well as opportunities to work in district activities managed by our six Cluster Organizations.

Applying is easy! Follow the steps below and (attached) and when complete print out your application confirmation.

- Click on the link: <https://vosurveys.nycenet.edu/se.ashx?s=705E3ED022EB2797> or type the address into your browser address bar.
- The first page of the application is the actual posting which describes the activities available, eligibility, schedule and selection criteria. After reading the posting click on "Next" at the bottom of the page to begin the application.
- Question 1 – Personal Information: Enter your name, home address, file no, telephone number, email address and current payroll school (sample –District 1, PS 1 =01M001)
- Question 2. – Are you a full-time NYC Department of Education Employee? Click on Yes or No, then click next to proceed to Question 3.
- Question 3 – What is your current title? In the dropdown select your current title.
- Question 4 – Per Session Activity to which you are applying? Click on the box for School Based Activities (Cluster Managed) or Non Pubic schools (CSE) or both.
- Question 5 – Do you claim Retention Rights? Click on Yes or No, and indicate in the dropdown box if you have documentation to support your claim. Once the posting closes we will reach out to you provide the document issued to retention rights holders.
- Question 6 – Language Skills? Please click on Bilingual or Monolingual.
- Question 7 - If you are Bilingual Certified indicate language(s): Type in the language for which your are certified. Click Next.
- Question 8: Between July 1, 2011 and June 30, 2012 have you worked or do you plan to work in any other per session activity? Click on yes or No. 8a –Activity information – type in details of the other activity you plan to work. 8b - Will your total per session hours for this year including the hours for which your are applying exceed 250? Click on yes or No.
- Question 9 - Summer Per Session Availability? Click on all the dates you are available.
- Question 10 – Fall Availability? Click on all the dates you are available.
- Question 11 – Holiday availability? Click on all weeks you are available, Click next.
- Question 12 – District and CSE to which you are applying? Enter district and CSE in preference order. Your application will be considered in all districts and CSEs you rank. You can apply to as few or as many districts and CSEs as you want. Selection for per session positions will be made based on contractual agreements. Employees have priority for selection in the superintendency (district) in which they work.
 - Click on the Rank 1 dropdown and select your first choice from the list of Community School Districts for the district you wish to be considered first. Click on the Rank 2 dropdown and select your second choice of Community School Districts and select your second choice for consideration. Continue to select district and CSE rankings in your preference order. Click Next.
- Certification of application – I hereby certify that to the best of my knowledge and belief, the statements in this foregoing application are true, compete, and by typing my name in the box below: Type in your name and the date to certify your application and click submit.
- After clicking the submit button a copy of your responses will appear on the screen. Please print this as your application confirmation record.

Questions can be emailed to: clinicalps@schools.nyc.gov

2011-12 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 500 hours in one or a combination of per session activities (with a maximum of 270 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, 2011 and June 30, 2012, 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 500? Yes ____ No ____
5. If yes, have you submitted a waiver request to exceed the 500 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 give 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, 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 C-175.

 Signature of Per Session Program Supervisor

 Date

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations> 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 1st **through** June 30th.
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 1st 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.***