



**NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 Court Street – Brooklyn, New York 11201**



**Per Session Vacancy Circulars**

**OP175 Form 2008-2009 (required for all Per Session Vacancy Applications for activities occurring 7/01/08 – 6/30/09)**

**Post Date: May 26, 2009**

**Deadline: June 22, 2009**

**PS Vac Circ. #216 Supervisor – Home Instruction Schools (Up to 15 positions)**

**PS Vac Circ. # 217 School Secretary – Home Instruction Schools (Up to 4 positions)**

**PS Vac Circ # 218 Guidance Counselor – Home Instruction Schools (Up to 3 positions)**

**PS Vac Circ # 219 Teacher - Homebound (Up to 1,000 positions)**





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**Post date:** May 26, 2009  
**Deadline:** June 22, 2009

**PER SESSION VACANCY CIRCULAR #217** **2009 - 2010** **Please Post**  
(Subject to Budget Availability)

**POSITION:** School Secretary – Home Instruction Schools  
(Up to 4 positions)

**LOCATION:** Home Instruction Schools  
3450 East Tremont Avenue  
Bronx, NY 10465

**ELIGIBILITY REQUIREMENTS:**  
New York City Department of Education license as a School Secretary.

**SELECTION CRITERIA:**

- Excellent verbal and written communication skills
- Satisfactory experience with home instruction pupil accounting procedures
- Knowledge of per session pedagogic payroll procedures

**DUTIES/ RESPONSIBILITIES:**

- Prepare and maintain payroll records for teachers who participate in the Per Session Home Instruction Program
- Provide secretarial support to administrative staff involved in the Per Session Home Instruction Program

**SALARY:** As per Collective Bargaining Agreement (\$25.87 per hour) or the most current contractual rate.

**WORK SCHEDULE:**  
School Year 9/20/09-6/20/10  
Monday – Friday, after school – (2 hours per day) (Up to 300 hours per position)

**APPLICATION INSTRUCTIONS:**  
Letter of application, OP175 (which is available in the schools and on DHR Website) and a copy of School Secretary license must be received by June 22, 2009 and sent to :

Citywide Programs/Per Session Office  
Home Instruction Schools  
3450 East Tremont Avenue  
Bronx, NY 10465

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at <http://schools.nyc.gov/Careers/Schools/default.htm> under "Per Session Opportunities"

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 in writing (Form OP 175W) and receive written 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.** Depending on the location of the activity, requests for supporting documentation should be sent to the following:  
**SCHOOL/ DISTRICT/ BOROUGH Positions:** Your Integrated Service Center's HR Partner or Children First Network's HR Director.  
**CENTRAL Positions:** Division of Human Resources – 65 Court Street (Rm. 504), Brooklyn, NY 11201.  
**For Principal Per Session Activities Only** - Principals must submit a per session waiver request to their Superintendent using the current WEB online per session request system in FAMIS.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Peter Janniella



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Post date: May 26, 2009  
Deadline: June 22, 2009

**PER SESSION VACANCY CIRCULAR # 218** **2009 - 2010** **Please Post**

(Subject to Budget Availability)

**POSITION:** Guidance Counselor – Home Instruction Schools  
(Up to 3 positions)

**LOCATION:** Home Instructions Schools  
3450 East Tremont Avenue  
Bronx, NY 10465

**ELIGIBILITY REQUIREMENTS:**

- New York City Department of Education license as a school Guidance Counselor.

**SELECTION CRITERIA:**

- Familiarity with Home Instruction procedures and guidelines
- Ability to demonstrate excellent organizational skills
- Ability to demonstrate proficiency in communication skills

**DUTIES/ RESPONSIBILITIES:**

- Contact teachers in all five boroughs for possible per session assignments. Match student needs with teacher skills
- Coordinate information concerning student programs and aid teachers in obtaining educational materials for students
- Facilitate cooperation among parents, students and teachers with school service providers
- Work with parents in obtaining updated medicals and to help expedite student's return to school

**SALARY:** As per Collective Bargaining Agreement (\$45.13 per hour) or the most current contractual rate.

**WORK SCHEDULE:**

School Year 9/20/09-6/20/10  
Monday – Friday, after school – (2 hours per day) (Up to 300 hours per position)

**APPLICATION INSTRUCTIONS:**

Letter of application, OP175 (which is available in the schools and on DHR Website) and a copy of Guidance Counselor license must be received by June 22, 2009 and sent to:

Citywide Programs/Per Session Office  
Home Instruction Schools  
3450 East Tremont Avenue  
Bronx, NY 10465

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at <http://schools.nyc.gov/Careers/Schools/default.htm> under "Per Session Opportunities"

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APPROVED: Peter Janniella



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Post date: May 26, 2009  
Deadline: June 22, 2009

**PER SESSION VACANCY CIRCULAR # 219** **2009 - 2010** **Please Post**  
(Subject to Budget Availability)

**POSITION:** Teacher - Homebound  
(Up to 1,000 positions)

**LOCATION:** Various student residences throughout New York City

**ELIGIBILITY REQUIREMENTS:**

- Initially or fully certified New York City Department of Education licensed teacher in the areas of Homebound or Special Education, or appropriate subject/academic area to be taught grades K-12.

**SELECTION CRITERIA:**

- Familiarity with the Homebound Program
- Ability to communicate effectively with parents and students' schools of affiliation
- Ability to maintain accurate student records

**DUTIES/ RESPONSIBILITIES:**

**Under direct supervision will:**

- Provide instruction for homebound children in their residences
- Confer with the students' schools for purposes of programming arrangements for exams and promotion to next grade and graduation
- Teach all the basic elementary subjects to pupils, for teachers at junior and senior high school level, subject matter specialists will be employed
- Keep accurate records of all subjects taught to the pupils, coordinate information with the school and, in some cases, with social service agencies authorized by the Department of Education.

**SALARY:** As per Collective Bargaining Agreement (\$41.98 per hour) or the most current contractual rate.

**WORK SCHEDULE:**

School Year 9/20/09 - 6/20/10  
Monday – Friday, after school – (2 hours per day) (Up to 300 hours per position)

**A parent or guardian is to be present at all times during the session when the lessons are given at home.**

**APPLICATION INSTRUCTIONS:**

Teacher applications for per session employment, OP 175 (which is available in the schools and on DHR website) and copy of teacher license must be received by June 22, 2009 and sent to

Home Instruction Schools/Per Session Office  
3450 East Tremont Avenue  
Bronx, NY 10465

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at <http://schools.nyc.gov/Careers/Schools/default.htm> under "Per Session Opportunities"

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Peter Ianniella

**2009-10 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: ISC \_\_\_\_\_ District \_\_\_\_\_ School/Office \_\_\_\_\_  
License or Title \_\_\_\_\_ Hours of Employment from \_\_\_\_\_ to \_\_\_\_\_
2. Per Session Position for which you are Applying: Program Name: \_\_\_\_\_  
ISC \_\_\_\_\_ 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, 2009 and June 30, 2010, 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: \_\_\_\_\_  
ISC \_\_\_\_\_ 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: \_\_\_\_\_  
ISC \_\_\_\_\_ 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 1<sup>st</sup> **through** June 30<sup>th</sup>.
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<sup>st</sup> 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.***