



POSTING DATE: July 13, 2015
FILING DATE: August 7, 2015

DISTRICT 75 CHAPTER 683 PER SESSION VACANCY CIRCULAR # 5, 2015 - 2016 Please Post
(Position Subject to Budget Availability)

POSITION: Paraprofessional - Regents Examinations Support

LOCATION OF ACTIVITY: District 75 sites & N.Y.C. Department of Education high schools

ELIGIBILITY N.Y.C. Department of Education Paraprofessional currently assigned to District 75 Chapter 683 Program

SELECTION CRITERIA: 1- Satisfactory written and oral communication skills
2- Ability to meet established deadline
3- Satisfactory attendance and punctuality
4- Priority will be given to those candidates with previous experience
5- Ability to communicate with American Sign Language ASL (only applicable for Hearing Services)

DUTIES AND RESPONSIBILITIES: Under the direct supervision of the teachers proctoring Regents Examinations, the paraprofessional will work with individual students and/or small groups of students:
Directing the activities of students at the examination site
Monitoring the activities of students at the examination site
Attending to students IEP mandates
Assisting teachers at the examination site
Support Proctors in ensuring that applicable testing accommodations are provided

SALARY: Commensurate with Collective Bargaining Agreement

WORK SCHEDULE: Wednesday, August 12th - 2:40 pm – 7:00 pm
Thursday, August 13th - 2:40 pm – 7:00 pm

APPLICATION: Submit the following items to the address indicated below:
1- Letter of Application
2- OP-175 Application for Per Session Employment
3- OP-175W Waiver (if necessary)

Mary-Margret Little
Director of Assessment & Accountability
NYC Department of Education – District 75
400 First Ave – Room 661
New York, New York 10010-4004
Attn: Circular # 5 Paraprofessional Regents Examinations Support
August 2015

Note: Please note that all per session vacancy circulars will be posted in the District 75 Principal's Weekly under Human Resources

FILING DATE: All applications must be received by the filing date indicated above

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. Requests for waivers and supporting documentation (see Form OP 175W) should be sent to Carmen Serrano, NYC Department of Education- District 75, 400 First Ave – Rm 441, New York, NY 10010-4004 for entry in to the online Waiver Request System. For Principal Per Session Activities Only - Principals must submit a per session waiver request to the Superintendent using the current online Principal Per Session Approval Request System FAMIS.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Catherine Ammirati
Catherine Ammirati
Director of Human Resources