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

Post Date: October 7, 2009
Deadline Date: November 4, 2009

PER SESSION VACANCY CIRCULAR # 78 , School Year 2009-2010 **Please Post.**

Committee on Special Education Office 3 & 4
(Districts 24.25.26.27.28.29.30, HS and HHVI

POSITIONS: **(Subject to funding availability and the need)**

- **School Social Workers (Monolingual/Bilingual)**
- **School Psychologists (Monolingual/Bilingual)**
- **Teachers of Speech Improvement Serving as Speech and Language Evaluators**

LOCATION OF ACTIVITY: Committee on Special Education 3 & 4:
The assessment activities will be conducted at various sites throughout the districts where students are awaiting assessment and/or CSE reviews. Sites may change within the districts during the course of the activity, which may require travel throughout the borough of Queens.

ANTICIPATED WORK SCHEDULE: AS NEEDED DURING SCHOOL YEAR 2009 - 2010
CSE 3 & 4: Monday through Thursday- 4:00 – 7:00 P.M. and/or Saturdays and/or Sundays - 8:30 – 1:30.

Mid-Winter Recess and Spring Recess between 8:30 A.M. and 1:30 P.M. with no lunch period, as needed on or after October 5, 2009 ending on or before June 24, 2010*

The Committee on Special Education 3 & 4 shall schedule per session to begin and end on such dates that meet the needs of the CSE, 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.

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.

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

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 24.25.26.27.28.29.30
3) Assigned Teacher of Speech Improvement in districts 24.25.26.27.28.29.30
4) Teacher of Speech Improvement appointed or assigned to another districts

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

SALARY: (Or the most current contractual rate)

Teacher of Speech	$41.98 per hour
School Social Worker/School Psychologist	$45.13 per hour

APPLICATION:
If submitting HARD COPY APPLICATION, please send the application with an OP-175 to:
Isy Booker
28-11 Queens Plaza North-4th Floor
Long Island City, NY 11101
If submitting electronic application, please send the application, OP-175 to: ibooker@schools.nyc.gov

If faxing the application, please fax the application, OP-175 to: 718 391-6130

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS November 4, 2009

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./Offices/DHR/CareerOpportunities/ under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE PER SESSION VACANCY NUMBER ON YOUR OF APPLICATION AND RESUME.
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 Ianniello PHD*

NEW YORK CITY DEPARTMENT OF EDUCATION
COMMITTEE ON SPECIAL EDUCATION 3 AND 4
(Districts 24.25.26.27.28.29.30)
PER SESSION APPLICATION
SCHOOL YEAR 2009-2010

ANSWER ALL QUESTIONS ON THIS APPLICATION. IF NOT APPLICABLE WRITE N/A

NAME_____**FILE #**_____
PRINT CLEARLY

ADDRESS_____ **SS #** _____

CITY_____ **STATE** _____ **ZIP CODE**_____

HOME PHONE_____**WORK PHONE**_____**CELL PHONE**_____

CURRENT DAYTIME ASSIGNMENT_____
POSITION **CSE/SCHOOL/DISTRICT**

APPLICATIONS WITH MISSING OR ILLEGIBLE WRITING WILL NOT BE PROCESSED

II I AM QUALIFIED AND APPLYING FOR THE POSITION OF: CHECK (✓) ONE OR MORE ON THE SPACE PROVIDED BEFORE THE TITLE:

_____Bil. School Social Worker _____ School Social Worker _____Bil. School Psychologist
_____School Psychologist _____Bil. Teacher of Speech Impr. _____Teachers of Speech Improvement
_____School Secretary

(Check below)
_____ I AM MONOLINGUAL
_____ I AM NYC DEPARTMENT OF EDUCATION LICENSED OR NYS CERTIFIED BILINGUAL
PLEASE SPECIFY LANGUAGE (S) _____

III PER SESSION AVAILABILITY:
Rules governing seniority and work sharing for UFT members will be utilized in considering the applicant's preference for assignment.

I am applying for an assignment during the following period(s) of time. - Check (✓) below.

___Fall (9/2009-1/2010) **__Spring (2/2010-6/2010)**

WEEKDAYS	WEEKENDS	HOLIDAYS (See *Note on Page 1 of ad)
__Monday	__Saturday	
__Tuesday	__ Sunday	__February Recess (February 16, 17 and 18, 2010)
__Wednesday		__Spring Recess (March 29, 30, 31 and April 1, 2010)
__Thursday		

Priority for consideration of an assignment will be given to staff available to work a minimum of two afternoons per week.

__I AM UNAVAILABLE ON AN ONGOING BASIS, BUT WOULD BE AVAILABLE ON AN AS-NEEDED (SUBSTITUTE) BASIS.

DEADLINE NO LATER THAN CLOSE OF BUSINESS _November 4, 2009_

IV CERTIFICATION:
If I accept an assignment, I understand that I am committed to work the length of the assignment except if I am retrenched from my Per Session job. I understand that I must submit a waiver request (OP 175W) and receive Division of Human Resources approval through the Superintendent to work beyond allowable limits as per Chancellor's Regulation on C-175. I understand that I must submit a Division of Student Support Services Claim for Retention Rights. I understand that retention rights only apply to weekend per session. I understand that it is my responsibility to ensure that I do not exceed 270 hours of per session work. I understand that if I was "U" rated for any Department of Education per session activity during the summer of 2009, I do not have to be hired.

I hereby certify that, to the best of my knowledge and belief, the statements in this foregoing application are true, complete and accurate.

SIGNATURE OF APPLICANT _____ **DATE**_____
N.B. FALSE STATEMENTS OR OMISSIONS ARE GROUNDS FOR DISCIPLINARY ACTION BY THE DEPARTMENT OF EDUCATION

V. REQUIRED DOCUMENTATION:
___COMPLETED DIVISION OF STUDENT SUPPORT SERVICES CLAIM FOR RETENTION RIGHTS.
___COMPLETED DIVISION OF HUMAN RESOURCES FORM OP-175 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS FOR 2009-2010.

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

Department of Education
Joel I. Klein, Chancellor

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.***