



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



**Per Session Vacancy Circulars
Teacher, Supervisor, Clinical**

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

Post Date: May 28, 2008

Deadline: June 24, 2008

PS Vac Circ.#349,School Yr.'08-'09, Supervisor of Partners In Reading Summer Program

PS Vac Circ.#350,School Yr.'08-'09, Partners In Reading (PIR) Summer Program Teachers

PS Vac Circ.#351,School Yr.'08-'09, Curriculum Writers: Supervisor

PS Vac Circ.#352,School Yr.'08-'09, Per Session Data Entry

Application for Per Session Employment and Claim for Retention Rights for 2007-2008

Directions: Please read the second page of this form before completing it. This form must be completed prior to commencement of employment by a person applying for work in a per session activity. A copy of this form must be retained by the per session program supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. No person may be employed or paid for a second per session activity or for more than 400 hours (or 270 for appropriate School/CSE Staff Assessment activities) in one or a combination of per session activities without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name _____ First _____ MI _____

Home Address _____ Zip _____

Home Phone (____) _____ File # _____ Social Security # _____

I. 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 _____

II. Under Collective Bargaining Agreements, you may claim retention rights in only one activity. (Please refer to #14 on the reverse side of this form.)

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 # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

III. Between July 1, 2007 and June 30, 2008 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 # 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 # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

IV. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400? (or 270 for appropriate School/CSE Assessment Staff activities) ___ Yes ___ No

V. Declaration: I have read and understand the requirements cited in Chancellor's Regulation C-175. I have also read the second page of this application which contains pertinent provisions from Chancellor's Regulation C-175. I agree to be bound by those provisions. 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 employment, loss of pay, recoupment of compensation already paid or disciplinary action.

Signature

Date

VI. 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, and the Standard Operating Procedures Manual. (A copy of the advertisement is attached.)

Signature of Per Session Program Supervisor

Date

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review in your principal's office, Regional Operations Center (ROC), on the DHR Website and at the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street-Room 815, Brooklyn, New York 11201. 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 applying for a second per session activity must obtain an approved waiver prior to commencing service in the second activity (OP175 W)
3. If an individual has claimed retention rights in a per session activity, s/he must submit a waiver for any other per session activity regardless of whether or not the activity begins prior to the activity in which the individual claims retention rights. (Example: A teacher claims retention rights in Activity X which begins each year in October. S/he applies to work in a per session activity during July and August. S/he must submit a waiver for this summer per session activity.)
4. 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.
5. Individuals who have been granted a per session waiver for a second position are required to submit an additional 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 by employees is announced in periodic Personnel Memoranda from the Division of Human Resources.
6. No individual is authorized to work in a per session activity during a normal school workday.
7. 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.
8. 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.
9. No per session compensation may be paid for work performed at home.
10. 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.
11. 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.
12. 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.
13. **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.**
14. 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 the Per Session Monitoring Unit time for review and appropriate action. **All requests for waivers will be reviewed and acted upon within 10 school days from the date of their submission. Per session compensation will be withheld for any individual who has not received prior written approval from the Division of Human Resources for a second per session activity or whose service exceeds the prescribed number of hours indicated in Chancellor's Regulations.**

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Posted Date: May 28, 2008
Deadline: June 24, 2008

PER SESSION VACANCY CIRCULAR NO. 349, SUMMER 2008
(SUBJECT TO AVAILABILITY OF FUNDING)

POSITION: Supervisor of Partners In Reading Summer Program
(Approximately 6 positions)

LOCATION: Various New York City Housing Authority Community Centers located throughout the five boroughs; specific sites to be determined

ELIGIBILITY: Licensed New York City Department of Education Supervisor

SELECTION CRITERIA: Priority will be given to applicants with experience in planning and implementing developmentally appropriate primary grade programs in schools. Supervisor with 3 to 5 years experience in primary grade settings or implementing early childhood and elementary education programs, prekindergarten to grade 6 are preferred.

DUTIES AND RESPONSIBILITIES

Per session personnel will perform the following tasks under the direction of the Office of Early Childhood Education:

- Supervise the literacy instructional services as per the Department of Education's guide for the Partners In Reading Program.
- Make on-site visits to each assigned Partners In Reading Community Centers.
- Model instructional practices.
- Communicate the goals, objectives and instructional strategies of the Department of Education's Partners In Reading Program.
- Provide on-going supervision, technical assistance, and support to program staff.
- Supervise, assess and evaluate implementation of program components, including instruction and family literacy activities.
- Supervise, plan and conduct professional development activities for staff.
- Prepare and maintain written reports as required.

SCHEDULE: Tuesday, July 1, 2008, (10:00 a.m. – 12:00 noon)
Wednesday, July 2, 2008 (9:00 a.m. - 11:00 a.m. and 12:00 pm. to 2:00 p.m.)
Thursday, July 3, 2008 (9:00 a.m. - 11:00 a.m.)

Monday to Thursday
9:15 a.m. to 11:45 a.m. during
July 7, 2008 – August 7, 2008
(Approximately 70 hours per position)

SALARY: As per Collective Bargaining Agreement (\$43.34 per hour) or the most current contractual rate

APPLICATION: Send application for per session employment, OP175 (which is available in the schools and DHR Website) cover letter, resume, your current Pedagogical Supervisory Personnel Report, copy of your Supervisory License, as well as, **New NYCHA regulations that require staff have SCRF clearance and Fingerprint clearance letters on file.**
By **June 24, 2008** to:
Kathleen A. Burgess
Office of Early Childhood Education
52 Chambers Street, Room 209
New York, NY 10007

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Monica A. McDonald*
Division of Human Resources

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Posted Date: May 28, 2008

Deadline: June 24, 2008

PER SESSION VACANCY CIRCULAR NO. 350, SUMMER 2008
(SUBJECT TO AVAILABILITY OF FUNDING)

POSITION: Partners In Reading (PIR) Summer Program Teachers (Approximately 40 positions)

LOCATION: New York City Housing Authority Community Centers (NYCHA) located throughout the five boroughs (Approximately 76 sites)

ELIGIBILITY

REQUIREMENTS:

In the selection of teachers for grade 1, 2 and 3 classes, preference will be given to:

- Regularly appointed Teacher of Reading
- Regularly appointed Teacher of Early Childhood
- Regularly appointed Teacher of Bilingual Early Childhood Education
- Regularly appointed Teacher of Special Education Early Childhood Education
- Regularly appointed Teacher of Common Branches
- Regularly appointed Teacher of ESL
- Regularly appointed Teacher of Special Education

SELECTION

CRITERIA:

In the selection of teacher for grades 1, 2 and 3 classes, preference will be given to applicants:

- with 3 to 5 years satisfactory teaching experience in prekindergarten to grade 3
- demonstrated knowledge and experience in Balanced Literacy instruction
- demonstrated knowledge and experience in inquiry-based instruction
- with professional development training in Balanced Literacy
- with ability to work with parents, teachers, center staff and supervisors
- who work in the feeder public school

In the absence of regularly-appointed applicants, full-time regular substitutes will be considered.

DUTIES AND

RESPONSIBILITIES:

Per session personnel will perform among the following tasks under the direction of the Department of Education's Supervisor/Coordinator:

- Provide daily literacy instructional services as per the Summer PIR Program Guide.
- Engage students in meaningful inquiry-based projects and activities.
- Assess students' ongoing performance and provide intervention assistance.
- Participate in ongoing professional development.
- Maintain student progress reports.
- Maintain student attendance records.
- Maintain inventory of instructional materials and supplies.
- Confer and report performance of students to their families.

WORK SCHEDULE:

Wednesday, July 2, 2008 (9:00 a.m. to 11:00 a.m. and 12:00 noon to 2:00 p.m.)

Thursday July 3, 2008 (9:00 a.m. – 11:00 a.m.)

Monday to Thursday

9:15 a.m. to 11:45 a.m. during

July 7, 2008 – August 7, 2008

(Approximately 62 hours per position)

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

APPLICATION:

Send application for per session employment, OP175 (which is available in the schools and DHR Website) cover letter, resume, your current Annual Professional Performance Review and Report on Probationary Service of Pedagogical Employee, as well as,

New NYCHA regulations that require staff to have SCRF clearance and Fingerprint clearance letters on file.

by **June 24, 2008** to:

Kathleen A. Burgess

Office of Early Childhood Education

52 Chambers Street, Room 209

New York, NY 10007

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED:

Monica A. McDonald

Division of Human Resources

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Posted Date: **May 28, 2008**

Deadline: **June 24, 2008**

PER SESSION VACANCY CIRCULAR NO. 351, Summer 2008 PLEASE POST.

(Subject to Funding Availability)

POSITION: Curriculum Writers: Supervisor (ESL, Bilingual, Content-Area, **Up to 20 Positions**)

LOCATION: Office of English Language Learners (ELLs), 52 Chambers Street, New York, NY 10007, and/or district/school sites

ELIGIBILITY: New York City Department of Education licensed supervisors, principals, and/or assistant principals with experience with ELLs

SELECTION CRITERIA: Supervisors must:

- 1) Be familiar with in English and a second language learning standards, native language arts learning standards;
- 2) Have experience with production of curriculum and educational materials for ELLs;
- 3) Have the ability to write and review curricula in native language arts, English language arts for ELLs;
- 4) Have good writing and editing skills;
- 5) Have good interpersonal skills; ability to supervise work teams and teachers providing enrichment instruction to ELLs.

DUTIES AND RESPONSIBILITIES:

The Supervisor will be responsible for:

1. Assisting in the developing curricula, planning for professional development, and/or direct instruction to ELLs.
2. Ensure that bilingual/ESL activities and materials meet the needs of ELLs.
3. Assist with oversight of special projects and initiatives as needed.
4. Work with ELL Curriculum Specialists and ELL Compliance and Performance Specialists to support their work.

WORK SCHEDULE:

July 7, 2008 – August 30, 2008

Monday-Friday, 8:00 am – 4:00 pm

(Up to 175 hours per position)

SALARY:

As per Collective Bargaining Agreement (\$43.34 per hour) or the most current contractual rate

APPLICATION:

Application Form OP-175 (available in the schools and DHR website), cover letter, resume, and a copy of your Department of Education license must be received before June 24, 2008.

Send to:

Maria Santos, Executive Director

Office of English Language Learners

52 Chambers Street – Rm. 210

New York, NY 10007

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED:

Monica A. McDonald

Division of Human Resources

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

Posted Date: May 28, 2008
Deadline: June 24, 2008

PER SESSION VACANCY CIRCULAR # 352 ,

Please Post.

(Subject To Funding Availability)

Per Session Data Entry – Evening Hours

POSITION: Per Session Data Entry - Approximately 2 positions to handle processing and data entry of per session payroll.

LOCATION: Office of Student Enrollment
52 Chambers Street, Room 414
New York NY 10007

ELIGIBILITY: Appropriately licensed NYC Department School Secretary with a minimum of two (2) years of satisfactory experience in the NYC public school system or equivalent

**SELECTION
CRITERIA:**

Preference will be given to applicants with the following:

- Knowledge of EIS/TBNK/PDPS payroll system
- Prior satisfactory experience with staff payroll
- Ability to work 3-4 days per payroll cycle between the hours of 3:30 pm and 7:00 pm from July through October 2008
- Preference to current NYCDOE staff

DUTIES AND

RESPONSIBILITIES: Under the direct supervision of the Special Assistant for HR and Budget, the staff will:
▪ Process per session payroll

SALARY:

- As per Collective Bargaining Agreement (\$25.87 per hour) or most current contractual rate
- Transportation and out of pocket expenses will not be reimbursed.

WORK SCHEDULE:

- 3-4 days per week per payroll cycle between the hours of 3:30 pm and 7 pm, from July through October 2008. Hours may vary (minimum of 125 hours per session).

APPLICATION:

Submit letter of application, resume, copy of NYC Department of Education license and OP-175 form (available in schools and on DHR Website), by close of business **June 24, 2008** and

Send to

Email

Subject: Per Session Enrollment Projects – Evening Hours
Enrollment@schools.nyc.gov

OR

Mail

Per Session Enrollment Projects – Evening Hours
Office of Student Enrollment
New York City Department of Education
52 Chambers St. Room 415
New York, NY 10007

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 CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

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