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

Post Date: September 15, 2009

Deadline Date: October 14, 2009

PER SESSION VACANCY CIRCULAR #48, 2009 – 2010 Please Post

(Subject to funding availability)
Committee on Special Education 9
(Districts 01, 02, 04)

POSITIONS:

- **SPECIAL EDUCATION EVALUATION AND PLACEMENT OFFICERS**
- **CSE PRE-SCHOOL ADMINISTRATORS**
- **SUPERVISORS OF SCHOOL PSYCHOLOGISTS**
- **SUPERVISORS OF SPEECH IMPROVEMENT**

LOCATION OF ACTIVITY: Committee on Special Education 9

The assessment activity emanating from the Districts 01, 02 and 04 will be conducted at various sites throughout these districts where students are awaiting assessment and/or CSE reviews. Sites may change within the districts during the course of the activity.

ANTICIPATED WORK SCHEDULE: (AS NEEDED DURING SCHOOL YEAR 2009 - 2010) - Three hours, Monday through Thursday.

CSE 9 - Monday through Thursday- 4:00 - 7:00 P.M.
Elementary, Intermediate and High Schools start and end time will vary, not to exceed 3 hours ending at 7:00 PM. Five hours on Saturdays and/or Sundays between 8:30 A.M. and 1:30 P.M. with no lunch period; Winter Recess, 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 2009 ending on or before June 30, 2010*

The Committee on Special Education 9 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.

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: All titles will be paid the rate of a Supervisor ($43.34 per hour)

APPLICATION:
Applicants who claim bilingual status in a specific language(s) must demonstrate such by attaching a copy of their bilingual qualification in that language (New York State bilingual certification or New York City bilingual license). All pedagogues who are not full-time pedagogical School/CSE Assessment Staff employees must submit a copy of their regular license or Certified Preparatory Teacher Certificate. Those clinicians working as Teacher on Waiver (TOW) must submit a copy of their New York State certificate in the appropriate discipline.

FOR ALL POSITIONS ADVERTISED, PLEASE FORWARD
THE OP-175 (Available in all schools and DHR Website) AND ALL OTHER APPROPRIATE DOCUMENTS TO:

Mark K. Jacoby
Manhattan ISC
333 Seventh Avenue Rm #725
New York, New York 10001
Districts(3,5,6)

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS ON

October 14, 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/CarreerOpportunities/. Under "Per Session Vacancy Circular (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.***

NOTE: ***PURSUANT TO THE DHR MEMORANDUM DATED APRIL 29, 1999, THE 270 HOUR LIMIT ON PER SESSION EMPLOYMENT WILL REMAIN IN EFFECT FOR SCHOOL PSYCHOLOGISTS AND SCHOOL SOCIAL WORKERS, EMPLOYED IN SCHOOL/CSE ASSESSMENT STAFF ACTIVITIES ONLY.***

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Peter Ianniello PHD*

NEW YORK CITY DEPARTMENT OF EDUCATION
MANHATTAN ISC
COMMITTEE ON SPECIAL EDUCATION 10
PER SESSION APPLICATION
SCHOOL YEAR 2009 -2010

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

I. NAME_____**FILE** _____
Please Print Clearly
ADDRESS_____**SS#** _____

CITY _____**STATE** _____**ZIP** _____

WORK PHONE_____

CELL PHONE _____ **HOME PHONE** _____

CURRENT DAYTIME ASSIGNMENT _____
Position/School/s/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.)

_____Social Worker
_____Bill. Social Worker
_____Psychologist
_____ Bil. Psychologist
_____School Secretary
_____Audiologist

_____Teacher of Speech Impr.
_____Bil.Teacher of Speech Impr.
_____Pre-School Admin.
_____SEEPO
_____Gen. Ed. Teacher

_____Supv. Of psychologists
_____Supv. Of Speech Impr.
_____Translator
Language_____
_____Spec. Ed. Teacher

(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.):

._____2009-2010 (_____)

WEEKDAYS
_____ Monday
_____ Tuesday
_____Wednesday
_____ Thursday

WEEKENDS
_____ Saturday
_____ Sunday

HOLIDAYS (See ***Note** on Page 1 of ad.)
_____ February Recess
_____ Spring Recess
_____ Winter Recess

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:_____.

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 (OP175W) and receive Division of Human Resources approval through the Superintendent to work beyond allowable limits as per Chancellor's Regulations C-175. I understand that I must submit a Division of Student Support Services Claim for Retention Rights.

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.***