



**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: June 1, 2009**

**Deadline: June 26, 2009**

**PS Vac Circ. #235 Art Teachers (Art, Music, Dance, Film and/or Theater)  
(Up to 36 positions)**

**PS Vac Circ. #236 Supervisor (Music, Art, Dance, Film and/or Theater)  
(Approximately 20 positions)**

**PS Vac Circ # 237 Arts Teacher (Dance, Film, Music, Theater and Visual Arts) (40 positions)**

**PS Vac Circ # 238 Supervisor (Dance, Music, Theater, Film and Visual Art)  
(Approximately 20 positions)**

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

Posted Date: June 1, 2009  
Deadline: June 26, 2009

**PER SESSION VACANCY NOTICE, 235**                      **Summer 2009**                      **PLEASE POST.**

(Subject to funding availability)

**POSITION:**                      Art Teachers (Art, Music, Dance, Film and/or Theater) (Up to 36 positions)

**LOCATION:**                      NYC Department of Education  
Office of Arts and Special Projects  
52 Chambers Street  
New York, New York 10007

**ELIGIBILITY:**                      New York City Department of Education license as a teacher

**SELECTION CRITERIA:**

- 5 years teaching experience
- licensed by NYC Department of Education in one or more arts forms listed above
- experience with production of curriculum and educational materials in the arts
- experience in mentoring arts teachers or providing professional development for arts teachers
- thorough knowledge of the New York State Standards for the Arts

**DUTIES AND RESPONSIBILITIES:**                      Per session personnel will perform one or more of the following tasks under the direction of the appropriate areas supervisor.

- Assist with development of curriculum initiatives and materials
- Assist with music, art, dance and drama
- Coordinate projects, institutes and professional development
- Work with the directors of each arts discipline to support their work in the field

**WORK SCHEDULE:**                      Monday through Friday  
8:00 a.m. to 4:00 p.m.  
July 6, 2009 – August 31, 2009  
(Approximately 175 hours)

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

**APPLICATION:**                      Forward cover letter and Form OP-175 (Available in the schools and DHR website), a resume and a copy of your Department of Education license by **June 26, 2009** to:

Paul King, Executive Director  
Office of Arts and Special Projects  
52 Chambers Street – Room 210  
New York, New York 10007

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at: [www.nycenet.edu/administration/operations/dhr/opportunities](http://www.nycenet.edu/administration/operations/dhr/opportunities) under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

**INCLUDE THE ABOVE PER SESSION VACANCY CIRCULAR NUMBER IN YOUR LETTER OF APPLICATION.**  
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 P.H.D.  
Division of Human Resources

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

Post Date: June 1, 2009

Deadline: June 26, 2009

**PER SESSION VACANCY NOTICE NO. 236, Summer 2009 PLEASE POST.**  
**(Subject to Funding Availability)**

**POSITION:** Supervisor (Music, Art, Dance, Film and/or Theater) (Approximately 20 positions)

**LOCATION:** 52 Chambers Street and/or region/school sites

**ELIGIBILITY:** New York City Department of Education licensed supervisor

**SELECTION CRITERIA:**

- 1) Appropriately licensed by NYC Department of Education in accordance with positions requested
- 2) Experience in supervising arts teachers or providing professional development for arts teachers
- 3) Thorough knowledge of the New York State Standards for the Arts and the *Blueprint for Teaching and Learning in the Arts Grades K-12*
- 4) Experience with production of curriculum and educational materials in the Arts

**DUTIES AND RESPONSIBILITIES:**

- 1) Assist with development of curriculum initiatives and materials
- 2) Supervising mentor teachers in Art, Music, Dance and Theater
- 3) Assist with oversight of special projects, institutes and professional development
- 4) Work with the directors of each arts discipline to support their work in the field

**WORK SCHEDULE:** July 6, 2009 – August 31, 2009  
Monday-Friday, 8:00am-4:00pm  
(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 on or before **June 26, 2009.**

Send to:

Paul King, Executive Director  
Office of Arts and Special Projects  
52 Chambers Street – Room 210  
New York, New York 10007

**Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at:**

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65 COURT STREET BROOKLYN, NEW YORK 11201

Posted Date: June 1, 2009

Deadline: June 26, 2009

**PER SESSION VACANCY NOTICE, 237 2009 – 2010 PLEASE POST.**  
**(SUBJECT TO FUNDING AVAILABILITY)**

**POSITION:** Arts Teacher (Dance, Film, Music, Theater and Visual Arts) (40 positions)

**LOCATION:** 52 Chambers Street and/or off site

**ELIGIBILITY:** New York City Department of Education licensed teacher

**SELECTION CRITERIA:** 1) Licensed by NYC Department of Education in Music, Art, Dance or Theater  
2) Experience in mentoring arts teachers or providing professional development for arts teachers  
3) Thorough knowledge of the New York State Standards for the Arts  
4) Experience with production of curriculum and educational materials in the Arts  
5) Five years of teaching experience

**DUTIES AND RESPONSIBILITIES:** Per session personnel will perform from among the following tasks under the direction of the appropriate area supervisor:

- 1) Assist with development of curriculum initiatives and materials
- 2) Mentor teachers in Music, Art, Dance and Drama
- 3) Assist with special projects, institutes and professional development
- 4) Work with the directors of each arts discipline to support their work in the field

**WORK SCHEDULE:** October 2009 - June 30, 2010  
After-schools hours, Monday – Friday, some weekends and vacation days to be determined  
(Up to 175 hours per position)

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

**APPLICATION:** Application Form OP-175 (Available in schools and DHR website), cover letter, resume and a copy of your Department of Education license must be received on or before: **June 26, 2009.**  
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65 COURT STREET BROOKLYN, NEW YORK 11201

Posted Date: June 1, 2009

Deadline: June 26, 2009

**PER SESSION VACANCY NOTICE NO.,238 2009– 2010 PLEASE POST.**  
**(Subject to funding availability)**

**POSITION:** Supervisor (Dance, Music, Theater, Film and Visual Art) (Approximately 20 positions)

**LOCATION:** 52 Chambers Street or off-site

**ELIGIBILITY:** New York City Department of Education licensed supervisor

**SELECTION CRITERIA:** 1) Appropriately licensed by NYC Department of Education in accordance with positions requested  
2) Experience in supervising arts teachers or providing professional development for arts teachers  
3) Thorough knowledge of the New York State Standards for the Arts and the *Blueprint for Teaching and Learning in the Arts Grades K-12*  
4) Experience with production of curriculum and educational materials in the Arts

**DUTIES AND RESPONSIBILITIES:** 1) Assist with development of curriculum initiatives and materials  
2) Supervising mentor teachers in Art, Music, Dance and Theater  
3) Assist with oversight of special projects, institutes and professional development  
4) Work with the directors of each arts discipline to support their work in the field

**WORK SCHEDULE:** October 2009 – June 2010  
After-schools hours, Monday – Friday, some weekends and vacation days to be determined  
(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 on or before **June 26, 2009.**

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**APPROVED:** Peter Ianniello P.H.D.  
Division of Human Resources

**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.***