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: October 3, 2008

Deadline: November 3, 2008

PS Vac Circ.#25, School Yr.'08-'09, BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS SPECIAL EDUCATION EVALUATION AND PLACEMENT OFFICERS, .CSE PRESCHOOL ADMINISTRATORS, SUPERVISORS OF SCHOOL PSYCHOLOGISTS, SUPERVISORS OF SPEECH IMPROVEMENT

PS Vac Circ.#26, School Yr.'08-'09,BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS SPECIAL EDUCATION EVALUATION AND PLACEMENT OFFICERS,.CSE PRESCHOOL ADMINISTRATORS, SUPERVISORS OF SCHOOL PSYCHOLOGISTS, SUPERVISORS OF SPEECH IMPROVEMENT

Application for Per Session Employment and Claim for Retention Rights for 2008-2009

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, 2008 and June 30, 2009 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. It 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.***

New York City Department of Education
Division of Human Resources
65 Court Street
Brooklyn, New York 11201

Request for Waiver of Restriction on Per Session Employment

Directions: The appropriate Superintendent, Executive Director or designee or Personnel Manager signs and submits this form to request a waiver of any of the restrictions on per session employment in accordance with Chancellor's Regulation C-175. Per session employment may not exceed any restriction unless prior approval is received from the Division of Human Resources. Please refer to the regulation and appropriate Collective Bargaining Agreement for direction in advertising and selecting personnel for available per session positions.

Waiver is requested for Last Name _____ First_____ MI ___

Social Security # _____ File # _____

The applicant has been selected for the position of: _____

Budget Code_____ ISC____ District_____ Quick Code _____ Line # _____

Location of Per Session Activity: (School/Office) _____

Address_____Zip_____

Per Session Program Supervisor:_____ Phone (____)_____

Check the restriction(s) for which the waiver is being requested:

____ multipleactivities (M/A) ____ number of hours over 400 limit (HRS) ___number of hours over 270 limit

Between what dates and how widely was the position advertised? (Attach copy of advertisement.)_____

_____

Number of applications received for this position? _____

Is there another applicant for whom a waiver would not be needed? _____ If so, indicate why this applicant was not selected._____

Declaration: I certify that this position was advertised and selected in accordance with the regulations governing per session employment and the current Collective Bargaining Agreement, and that this waiver is needed to staff the position appropriately.

_____ _____
Signature of Superintendent, Executive Director or Designee, Personnel Manager Date

Declaration: I request a waiver to permit me to work in excess of the restriction noted above governing per session employment. I understand that I am not permitted to exceed the restriction unless prior approval has been received from the Division of Human Resources.

_____ _____
Signature of Applicant Date

Note: Attach this form to copies of the employee's APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (Form OP 175) and the advertisement announcing this position, and forward to: Division of Human Resources – Per Session Monitoring Unit, 65 Court St. (Rm. 815), Brooklyn, NY 11201

For Division of Human Resources Action

To Program Supervisor: Your request for a waiver of the restriction noted above for per session year _____ has been

Approved ___ Disapproved ___ _____

_____ _____
Division of Human Resources Date

OP175 W

Summary of Chancellor's Regulation C-175

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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. It 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.***

New York City Department of Education
Division of Human Resources
65 Court Street
Brooklyn, New York 11201

Request for Waiver of Restriction on Per Session Employment

Directions: The appropriate Superintendent, Executive Director or designee or Personnel Manager signs and submits this form to request a waiver of any of the restrictions on per session employment in accordance with Chancellor's Regulation C-175. Per session employment may not exceed any restriction unless prior approval is received from the Division of Human Resources. Please refer to the regulation and appropriate Collective Bargaining Agreement for direction in advertising and selecting personnel for available per session positions.

Waiver is requested for Last Name _____ First_____ MI ___

Social Security # _____ File # _____

The applicant has been selected for the position of: _____

Budget Code_____ ISC____ District_____ Quick Code _____ Line # _____

Location of Per Session Activity: (School/Office) _____

Address_____Zip_____

Per Session Program Supervisor:_____ Phone (____)_____

Check the restriction(s) for which the waiver is being requested:

____ multipleactivities (M/A) ____ number of hours over 400 limit (HRS) ___number of hours over 270 limit

Between what dates and how widely was the position advertised? (Attach copy of advertisement.)_____

_____

Number of applications received for this position? _____

Is there another applicant for whom a waiver would not be needed? _____ If so, indicate why this applicant was not selected._____

Declaration: I certify that this position was advertised and selected in accordance with the regulations governing per session employment and the current Collective Bargaining Agreement, and that this waiver is needed to staff the position appropriately.

_____ _____
Signature of Superintendent, Executive Director or Designee, Personnel Manager Date

Declaration: I request a waiver to permit me to work in excess of the restriction noted above governing per session employment. I understand that I am not permitted to exceed the restriction unless prior approval has been received from the Division of Human Resources.

_____ _____
Signature of Applicant Date

Note: Attach this form to copies of the employee's APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (Form OP 175) and the advertisement announcing this position, and forward to: Division of Human Resources – Per Session Monitoring Unit, 65 Court St. (Rm. 815), Brooklyn, NY 11201

For Division of Human Resources Action

To Program Supervisor: Your request for a waiver of the restriction noted above for per session year _____ has been

Approved ___ Disapproved ___ _____

_____ _____
Division of Human Resources Date

OP175 W

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

Post Date: **October 3, 2008**
Deadline Date: November 3, 2008

PER SESSION VACANCY CIRCULAR # 25, School Year 2008 – 2009 Please Post.

Staten Island ISC &
Committee on Special Education – 7
(Districts 20, 21, 31)

POSITIONS: (Subject to funding availability)

BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS SPECIAL EDUCATION EVALUATION AND PLACEMENT OFFICERS,.CSE PRESCHOOL ADMINISTRATORS, SUPERVISORS OF SCHOOL PSYCHOLOGISTS, SUPERVISORS OF SPEECH IMPROVEMENT

LOCATION OF ACTIVITY: Committee on Special Education 7

The assessment activity emanating from the Districts 20, 21 and 31 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 2008 - 2009) - Three hours, Monday through Thursday.

CSE 7 - 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.

**Note: Special Education Evaluation and Placement Officers, and CSE Pre-school Administrators may not be employed in this per session activity during the listed recess periods if they are scheduled to work in their regular daytime employment on the official Department calendar.*

The Committee on Special Education 6 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.

The regular workday of School Social Workers and School Psychologists selected for after-school per session positions may be scheduled to start before 8:00 a.m. on days necessary to assure timely arrival of employees at the per session site. Employees shall bring work with them from their regular workday in order to complete such work during their per session employment to the extent that time is available.

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

FOR SUPERVISORS: Appointment or assignment as a supervisor/administrator with knowledge and experience in multi-disciplinary assessment.

FOR TRANSLATORS: Possession of a valid New York City Department of Education bilingual license or New York State bilingual certification or bilingual extension.

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

FOR SCHOOL SOCIAL WORKERS and SCHOOL PSYCHOLOGISTS:

For After-School Per Session, priority of assignment for a position in a district/or districts within the former region shall be given to staff assigned to those districts in seniority order, and then to staff assigned to Citywide programs located inside the geographical boundaries of those districts and then to other staff from other districts in seniority order.

For Weekend Per Session, school psychologists and social workers who completed a minimum of ten days of satisfactory weekend service in school year 1997-1998 school/CSE assessment staff activity shall have the opportunity to claim retention to a district in which service was rendered. If the ten days of weekend service were rendered in more than one district, member shall have the priority to claim retention to one of the districts. After the awarding of weekend positions based upon retention, priority for weekend positions in district shall be given to staff assigned to those districts in seniority order and then to staff from other former regions and districts in seniority order.

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 district's 20, 21 & 31
3) Assigned Teacher of Speech Improvement in district's 20, 21 & 31
4) Teacher of Speech Improvement appointed or assigned to another districts

FOR TRANSLATORS:
Priority of assignment in the following order:
1) Trained pedagogical Translators with satisfactory participation in previous per session activities
2) Pedagogical personnel who have completed Translator training but have not worked yet

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/Teacher Assigned	$41.98 per hour
Audiologist	$41.98 per hour
School Social Worker/School Psychologist	$45.13 per hour
School Secretary	$25.87 per hour
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 on DHR Website) AND ALL OTHER APPROPRIATE DOCUMENTS TO:

CSE 7
(Districts 20, 21, 31)
715 Ocean Terrace
Staten Island, NY 10301
Attention: Claire Donnellan

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

NEW YORK CITY DEPARTMENT OF EDUCATION
STATEN ISLAND ISC &
COMMITTEE ON SPECIAL EDUCATION 7
PER SESSION APPLICATION
SCHOOL YEAR 2008 -2009

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
_____ Bil. 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.):

WEEKDAYS	WEEKENDS	HOLIDAYS (See ***Note** on Page 1 of ad.)
_____ Monday	_____ Saturday	_____ Fall 2008 - 2009
_____ Tuesday	_____ Sunday	_____ February Recess
_____ Wednesday		_____ Spring Recess
_____ 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: November 3, 2008

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 and I choose not to work in another Superintendency. 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 2007-2008.

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

Post Date: **October 3, 2008**
Deadline Date: November 3, 2008

PER SESSION VACANCY CIRCULAR # 26, School Year 2008 – 2009 Please Post.

Staten Island ISC &
Committee on Special Education 6
(Districts 17, 18, 22)

POSITIONS: (Subject to funding availability)

BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS SPECIAL EDUCATION EVALUATION AND PLACEMENT OFFICERS,.CSE PRESCHOOL ADMINISTRATORS, SUPERVISORS OF SCHOOL PSYCHOLOGISTS, SUPERVISORS OF SPEECH IMPROVEMENT

LOCATION OF ACTIVITY: Committee on Special Education 6

The assessment activity emanating from the Districts 17, 18 and 22 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 2008 - 2009) - Three hours, Monday through Thursday.

CSE 6 - 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.

**Note: Special Education Evaluation and Placement Officers, and CSE Pre-school Administrators may not be employed in this per session activity during the listed recess periods if they are scheduled to work in their regular daytime employment on the official Department calendar.*

The Committee on Special Education 6 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.

The regular workday of School Social Workers and School Psychologists selected for after-school per session positions may be scheduled to start before 8:00 a.m. on days necessary to assure timely arrival of employees at the per session site. Employees shall bring work with them from their regular workday in order to complete such work during their per session employment to the extent that time is available.

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

FOR SUPERVISORS: Appointment or assignment as a supervisor/administrator with knowledge and experience in multi-disciplinary assessment.

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For After-School Per Session, priority of assignment for a position in a district/or districts within the former region shall be given to staff assigned to those districts in seniority order, and then to staff assigned to Citywide programs located inside the geographical boundaries of those districts and then to other staff from other districts in seniority order.

For Weekend Per Session, school psychologists and social workers who completed a minimum of ten days of satisfactory weekend service in school year 1997-1998 school/CSE assessment staff activity shall have the opportunity to claim retention to a district in which service was rendered. If the ten days of weekend service were rendered in more than one district, member shall have the priority to claim retention to one of the districts. After the awarding of weekend positions based upon retention, priority for weekend positions in district shall be given to staff assigned to those districts in seniority order and then to staff from other former regions and districts in seniority order.

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 district's 17, 18 & 22
3) Assigned Teacher of Speech Improvement in district's 17, 18 & 22
4) Teacher of Speech Improvement appointed or assigned to another districts

FOR TRANSLATORS:
Priority of assignment in the following order:
1) Trained pedagogical Translators with satisfactory participation in previous per session activities
2) Pedagogical personnel who have completed Translator training but have not worked yet

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/Teacher Assigned	$41.98 per hour
Audiologist	$41.98 per hour
School Social Worker/School Psychologist	$45.13 per hour
School Secretary	$25.87 per hour
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 on DHR Website) AND ALL OTHER APPROPRIATE DOCUMENTS TO:

CSE 6
(Districts 17, 18, 22)
5619 Flatlands Avenue
Brooklyn, NY 11234
Attention: Arlene Rosenstock

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

NEW YORK CITY DEPARTMENT OF EDUCATION
STATEN ISLAND ISC &
COMMITTEE ON SPECIAL EDUCATION 6
PER SESSION APPLICATION
SCHOOL YEAR 2008 -2009

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
_____ Bil. 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.):

WEEKDAYS	WEEKENDS	HOLIDAYS (See ***Note** on Page 1 of ad.)
_____ Monday	_____ Saturday	_____ Fall 2008 - 2009
_____ Tuesday	_____ Sunday	_____ February Recess
_____ Wednesday		_____ Spring Recess
_____ 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: November 3, 2008

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 and I choose not to work in another Superintendency. 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 2007-2008.