



**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 2007-2008 (required for all Per Session Vacancy Applications for activities occurring 7/01/07 – 6/30/08)

Post Date: November 27, 2007

Deadline: January 2, 2008

PS Vac Circ. #62, School Yr. '07-'08, OIT, IT Teacher Trainer - TR/SU

PS Vac Circ. #63, School Yr. '07-'08, NYS MSP Title Iib Math - SY

PS Vac Circ. #64, School Yr. '07-'08, DAA, Scoring Review & Audits - SU

PS Vac Circ. #65, School Yr. '07-'08, DAA, Scoring Review & Audits - TR

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.**

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**



Those who previously applied to Per Session Vacancy Circular number 42 need not re-apply.

**Posted Date: November 26, 2007
Deadline: January 2, 2008**

PER SESSION VACANCY CIRCULAR # 62, 2007- 2008

Please Post.

(Subject To Funding Availability)

POSITIONS: Staff developers to serve as trainers for teachers, coaches and other instructional leaders (Approximately 60 positions available)

LOCATION: New York City Department of Education, various locations citywide

ELIGIBILITY:

- Regularly appointed New York City Department of Education teacher in the license area appropriate to the instructional activities, curriculum or program, with at least five (5) years of experience in the subject area: OR
- Regularly appointed New York City Department of Education supervisor in the license area appropriate to the instructional activities, curriculum or program, with at least five (5) years of experience as a supervisor and/or teacher in the subject area.

SELECTION CRITERIA:

Priority will be given to applicants that fulfill the following criteria:

- Experience in planning and implementing professional development activities, particularly in the area of instructional technology
- Experience teaching, integrating and using instructional technology in technology-rich environments
- Demonstrated knowledge and use of national professional development standards
- Demonstrated knowledge and use of ISTE NETS technology standards
- Demonstrated knowledge of successful classroom practices and strategies and technology integration
- Demonstrated knowledge of and practice with successful, research-based models of adult learning and coaching
- Excellent written, verbal and presentation skills
- Demonstrated knowledge and use of presentation technology tools
- Excellent record of attendance and punctuality
- Demonstrated ability to work as part of a team
- Experience as a curriculum writer

DUTIES AND RESPONSIBILITIES:

Per session personnel will perform from among the following tasks under the direction of the program coordinator:

- o Plan and present workshops
- o Prepare and develop materials for workshops/ courses
- o Serve as turnkey trainers
- o Review, analyze, edit and/or develop instructional materials
- o Work on various instructional technology and curriculum programs and projects

SALARY: As per Collective Bargaining Agreement (TT - \$39.98 per hour) or most current contractual rate

WORK SCHEDULE: **January 3, 2008 – June 30, 2008,**

- Various dates and times throughout the 2007 – 2008 school year (TBD)
- Schedules will vary Monday – Friday, after school, evenings, holiday and weekends hours (TBD) (Up to 400 hours per position)

APPLICATION: Submit letter of application, resume, copy of appropriate NYC Department of Education license and OP-175 form (available in schools and on DHR Website), by close of business, **Wednesday, January 2, 2008** and Send via E-Mail to:

Office of Instructional Technology
OIT@schools.nyc.gov
Please put "Per Session 2007-2008" in the subject line.

NO FAXES or MAIL will be accepted.

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.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Laura Smith*
Division of Human Resource



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



Posted Date: November 27, 2007
Deadline: January 2, 2008

PER SESSION VACANCY CIRCULAR # 63, 2007- 2008

Please Post.

(Subject To Funding Availability)

***NCLB Title IIB Math Science Partnership Grant Program
FOR DISTRICTS 8, 11, and 12***

POSITION: School Secretary (1 position available)
LOCATION: Bronx Integrated Service Center, 1 Fordham Plaza, Bronx, NY 10458
ELIGIBILITY: Regularly appointed New York Department of Education Licensed School Secretary

SELECTION CRITERIA: Priority will be given to applicants that meet the following criteria:

- At least 2 years prior experience as a School Secretary
- Experience coordinating and executing projects with general counsel
- Experience with monitoring department budget and handle all account matters with vendors
- Experience preparing documents monthly and maintaining proposals.
- Experience with approval tracking, spreadsheets, memos, policies and procedures
- Experience scheduling meetings, conference calls, prepared monthly timesheets and time reports, ordered supplies and refreshments.
- Must have general knowledge of Microsoft Word, Excel, and Outlook
- Must have great communication skills
- Ability to enter per session and trainee rate in the Q-Bank.

DUTIES AND RESPONSIBILITIES:

- Updates and utilizes various distribution lists for the project partners and schools.
- Disseminates information via email and/or telephone (as necessary) about project activities to pertinent school personnel.
- Follows up to ensure that information about professional development activities has been disseminated and responded to by school personnel.
- Creates "professional development packets" including agendas, sign-in sheets, evaluations (and per session forms where necessary) for each event.
- Prepares for partner meetings- obtains room, creates sign-in sheets, copies agendas and orders refreshments (as necessary). Collects and files documentation from the meeting.
- Maintains files of school information needed for the evaluation of the Title IIB grant. This information includes school organization charts, class lists of participating teachers, formal and informal assessment data and surveys.
- Maintains RSVP lists and has the most updated record of event attendance.
- Collects, maintains documentation, and follows up on the processing of Imprest and per session payments.
- Receives, prints, and organizes applications and information forms. Prepares and manages spreadsheets of application information

SALARY: As per Collective Bargaining Agreement (SY - \$24.64 per hour) or most current contractual rate

WORK SCHEDULE: **January 3, 2008 thru June 2008** - (AS NEEDED)
Two hours on Monday, Wednesday, and Friday from 4:00 – 6:00 PM
(Up to 180 hours per position)

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, **Wednesday, January 2, 2008** and Send to:

Nadya Awadallah, MSP Grant Program Coordinator
1 Fordham Plaza - Seventh Floor, Desk 173
Bronx, New York 10458
NAwadal@schools.nyc.gov
Phone: (718) 741-5565 Fax: (718) 741-7954

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.

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Laura Smith
Division of Human Resources



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



Posted Date: November 27, 2007
Deadline: January 2, 2008

PER SESSION VACANCY CIRCULAR # 64,

2007- 2008

Please Post.

(Contingent Upon Funding)

POSITIONS: Principal Supervisors/ Supervisors to oversee and/or score New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review
(Approximately 100 Positions)

LOCATION: Various Sites throughout New York City

ELIGIBILITY: New York City Department of Education Elementary /Intermediate/High School licensed supervisors
(all content areas)

SELECTION CRITERIA:

- Available to score Grades 3-8 and High School exams on selected days throughout the school year (which may include holidays and/or weekends)
- Familiarity with the New York State Standards and the format of New York State content assessments in Grades 3-8 and/or High School Regents with a background in those content areas as well as with performance responses and rubrics preferred.
- Involvement in current content instructional preparation and exam administration preferred
- Involvement in professional development activities related to the various content areas preferred
- Previous experience in scoring the specific content assessments areas preferred (Global History & Geography, English, Language Arts, Mathematics A and B, Living Environment, Physical Setting/Earth Science, U.S. History & Government, Social Studies and Science). Supervisors of those content areas preferred
- Demonstrated qualities of organizational skills and the ability to work well in groups
- Satisfactory letter of application which includes your qualifications

DUTIES AND RESPONSIBILITIES:

- Able to answer questions and ensure that all tests are being scored according to set protocols and at a pace that will assure the grading of all tests in a timely manner
- Responsible for the supervising and/or scoring of all short response questions
- Responsible for the supervising and/or scoring of all extended response questions
- Responsible for the supervising and/or required re-reading and re-scoring of tests as designated by the State
- Able to help organize the distribution of personnel and scoring at the designated scoring site
- Responsible for receipt of tests to be scored, the organization of the site for scoring, the secure storage of all tests overnight
- Responsible for the packaging of all score documents according to the Assessment office directions and the repacking of the score booklets in boxes for return to the home schools.

WORK SCHEDULE: **January 3, 2008 – June 30, 2008** - Approximately (not guaranteed) 25 hours per position including training/scoring for content assessments before or after school hours which may include holidays and/or weekends.

SALARY: As per current Collective Bargaining Agreement (\$41.27) or the most current contractual rate.

APPLICATION: Send Letter of Application which includes your qualifications for the position, resume, copy of your appropriate license, OP175 and OP175W if necessary (available in schools and DHR website) by close of business, **Wednesday, January 2, 2008** and Send to:

Attention:

**Joan Flig, Manager of Test Administration
NYC Department of Education
Division of Assessment and Accountability
44-36 Vernon Blvd, Room 207
Long Island City, NY 11101**

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.

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Laura Smith*
Division of Human Resources



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



Posted Date: November 27, 2007
Deadline: January 2, 2008

PER SESSION VACANCY CIRCULAR # 65,

2007- 2008

Please Post.

(Contingent Upon Funding)

POSITIONS: Teachers to score New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review
(Approximately 100 Positions)

LOCATION: Various Sites throughout New York City

ELIGIBILITY: New York City Department of Education Elementary /Intermediate/High School licensed teachers
(all content areas)

SELECTION CRITERIA:

- Available to score Grades 3-8 and High School exams on selected days throughout the school year (which may include holidays and/or weekends)
- Familiarity with the New York State Standards and the format of New York State content assessments in Grades 3-8 and/or High School Regents with a background in those content areas as well as with performance responses and rubrics preferred.
- Involvement in current content instructional preparation and exam administration preferred.
- Involvement in professional development activities related to the various content areas preferred.
- Previous experience in scoring the content assessments preferred (Global History & Geography, English Language Arts, Mathematics A and B, Living Environment, Physical Setting/Earth Science, U.S. History & Government, Social Studies and Science). Teachers of those content areas preferred.
- Demonstrated qualities of organizational skills and the ability to work well in groups.
- Satisfactory letter of application which includes your qualifications

DUTIES AND RESPONSIBILITIES:

- Able to answer questions and ensure that all tests are being scored according to set protocols and at a pace that will assure the grading of all tests in a timely manner.
- Responsible for the scoring of all short-response questions.
- Responsible for the scoring of all extended-response questions.
- Responsible for the required re-reading and re-scoring of tests as designated by the State
- Able to help organize the distribution of personnel and scoring at the designated scoring site.
- Responsible for receipt of tests to be scored, the organization of the site for scoring, the secure storage of all tests overnight.
- Responsible for the packaging of all score documents according to Assessment office directions and the repacking of the score booklets in boxes for return to the home schools.

WORK SCHEDULE: **January 3, 2008 – June 30, 2008** - Approximately 25 hours per position including training/scoring for content assessments before or after school hours which may include holidays and/or weekends.

SALARY: As per current Collective Bargaining Agreement (\$39.98) or the most current contractual rate.

APPLICATION: Send Letter of Application which includes your qualifications for the position, resume, copy of your appropriate license, OP175 and OP175W if necessary (available in schools and DHR website) by close of business, **Wednesday, January 2, 2008** and Send to:

Attention:

**Joan Flig, Manager of Test Administration
NYC Department of Education
Division of Assessment and Accountability
44-36 Vernon Blvd, Room 207
Long Island City, NY 11101**

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