

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, N.Y. 11201

Post date: May 16, 2014
Deadline: June 30, 2015

PER SESSION VACANCY CIRCULAR #513, 2014-2015 Please Post
(Subject to Budget Availability)

POSITION: Teacher, All Subjects and Grades – Inter-School Collaborative Learning

LOCATION: Various school locations to be determined

ELIGIBILITY REQUIREMENTS:

- NYC Department of Education licensed and appointed teachers
- Satisfactory rating required
- Strong attendance record

SELECTION CRITERIA:

- Interest in participating in inter-school collaborative learning programs
- Experience working in/facilitating teacher teams
- Experience serving in teacher leader roles, preferred
- Commitment to attending all program activities

DUTIES/ RESPONSIBILITIES:

- Attendance at all planning sessions and learning activities in the program
- Communication with facilitators via email and phone as necessary
- Active participation in learning activities
- Willingness to integrate program learnings in the classroom in SY 2014/15

SALARY: As per Collective Bargaining Agreement

WORK SCHEDULE: July 2014 – June 2015 Exact Dates and Times TBD by the individual principal/activity supervisor based on the availability of funding

APPLICATION INSTRUCTIONS:

Please email OP-175 application, cover letter and resume to OARPer-Session-Per-Diem@schools.nyc.gov with your school's DBN, your name and title in the Subject Line (i.e., District\Borough\School Number – i.e. 01M001 – Mary Jones, Teacher).

If you have any questions concerning this advertisement or activity, please contact OARPer-Session-Per-Diem@schools.nyc.gov

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/Careers/Schools/default.htm> under "Per Session Opportunities"

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 Janniella PHD



2014-15 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: CFN _____ District _____ School/Office _____
License or Title _____ Hours of Employment from _____ to _____

2. Per Session Position for which you are Applying: Program Name: _____
CFN ____ 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, 2014 and June 30, 2015, 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: _____
CFN ____ 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: _____
CFN ____ 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 OP-175 – 2013-2014