

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

Post Date: September 29, 2009

Deadline: October 27, 2009

Per Session Vacancy Notice # 68

2010

Please Post

(SUBJECT TO FUNDING AVAILABILITY)

POSITION: American History Middle and High School Teacher Participants in the 2009-10 TAH *Foundations of American Democracy* Professional Development Program from Districts 3, 5, and 6 (Approximately 30 positions)

LOCATION: The New York Historical Society

ELIGIBILITY: Licensed NYC Department of Education Middle and High School Social Studies teachers

SELECTION CRITERIA:

- Candidates must be scheduled to teach American History in the 09-10 school year in middle and high schools, or 7th/8th grade teachers in Elementary schools in Districts 3, 5, or 6
- Proof of satisfactory teaching experience desired

DUTIES AND RESPONSIBILITIES:

- Participate in the Foundations of American Democracy Professional Development plan to be implemented in the 2009-2010 school year
- Complete evaluation instruments including a pre- and post content test; a pre-/ post pedagogical attitude survey; cooperate with classroom observations and data collection
- Develop two primary source document studies or another approved pedagogic instrument
- Provide professional development at the school level based on the content of Foundations of American Democracy Professional Development workshops
- Complete all tasks deemed necessary for the project

SALARY: Per Collective Bargaining Agreement

WORK SCHEDULE: Sessions will take place on Thursday afternoons from 4:30 to 6:30 approximately one per month from October through June; and on NYCDOE Staff Development Days. (Approximately 30 hours)

APPLICATION: Please send completed application packet containing:

- Letter of application including a statement of agreement to the Duties and Responsibilities noted above and an OP 175
- Copy of required license
- Copy of current teaching schedule

To: NYCDOE District 6
Attention: Julie Vitulano
4360 Broadway, Room 412
New York NY 10033
Fax: 917-521-3709; Telephone: 917-521-3621
Email: jvitulano@schools.nyc.gov

PLEASE INCLUDE THE ABOVE 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 Janniello 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** _____
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.)

<input type="checkbox"/> Social Worker	<input type="checkbox"/> Teacher of Speech Impr.	<input type="checkbox"/> Supv. Of psychologists
<input type="checkbox"/> Bill. Social Worker	<input type="checkbox"/> Bil. Teacher of Speech Impr.	<input type="checkbox"/> Supv. Of Speech Impr.
<input type="checkbox"/> Psychologist	<input type="checkbox"/> Pre-School Admin.	<input type="checkbox"/> Translator
<input type="checkbox"/> Bil. Psychologist	<input type="checkbox"/> SEEPO	<input type="checkbox"/> Language _____
<input type="checkbox"/> School Secretary	<input type="checkbox"/> Gen. Ed. Teacher	<input type="checkbox"/> Spec. Ed. Teacher
<input type="checkbox"/> Audiologist		

(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

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.***