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

Post Date: March 23, 2015
Deadline: April 27, 2015

PER SESSION VACANCY CIRCULAR # 308, 2015 PLEASE POST

(CONTINGENT UPON FUNDING)

POSITION: Supervisors to serve as Organizational Team Leaders to support scoring of the June 2015 New York State Regents assessments:

POSITION	**EXPECTED DATES***	**EXPECTED HOURS*** *(Not Guaranteed)*	**EXPECTED # OF OPENINGS** *(Not Guaranteed)*
Organizational Team Leader	June 03 – June 07 and/or June 17 – June 24	Hours vary depending on scoring site assignment	45

**Dates listed above do not include a mandatory 3-hour training session to take place the evening of May 27th (for staff assigned to scoring locations in Brooklyn, Queens, and Staten Island) or May 28th (for staff assigned to scoring locations in The Bronx or Manhattan). The time and location of the training session will be communicated to all selected personnel upon being offered the position. Note that dates may vary, depending on scoring site/exam assignment.*

LOCATION(S): Various sites throughout New York City. See bit.ly/PerSessionSitesJune2015 for a list of sites for each exam.

ELIGIBILITY: New York City Department of Education intermediate/high school licensed and appointed EAs, Principals, and Assistant Principals.

SELECTION CRITERIA:

- Available to attend scoring sessions for the particular NYS Regents exam, as indicated in the table above and/or scheduled by the Scoring Site Supervisor. Training or scoring which occurs on school days will start between 4-5pm; training or scoring which takes place on weekend dates will start at approximately 8:30 am. See bit.ly/PerSessionCalendarJune2015 for the expected scoring schedule. *Organizational Team Leaders who are absent from training or during scoring activity, arrive at the scoring site late, or fail to adhere to NYSED scoring guidelines will be released from the assignment.*
- *Applicants who are 1) appointed to the Organizational Team Leader position during day scoring, 2) submit a letter of recommendation from an active Regents Scoring Site Supervisor, or 3) submit a letter of recommendation from their current principal will receive preference in that order.*
    - *Recommendation letters must 1) be submitted directly to regents@schools.nyc.gov, 2) originate from a qualifying recommender's NYCDOE email account, 3) include a description of the applicant's experience with ATS and organization and leadership qualities and 4) be received by 11:59pm on April 28th to receive consideration.*
- Familiarity and experience with one or more of the following:
    - The NYCDOE Regents Scanning process, including how to scan answer documents, correct data capture errors, and generate and analyze REDS and related reports in ATS.
    - The Regents distributed scoring process, including the rules and regulations governing scorers and distribution of exams, the physical packaging and handling of exams; and general scoring site operations.
- Ability to coordinate and effectively manage Organizational Team Members and ATS Specialist(s).
- Hold an active ATS account.
- Familiarity with the scoring location, and ability to effectively manage issues related to facilities and access during scoring.
- Demonstrated qualities of organizational skills and the ability to work well in groups.
- Applicants with an unsatisfactory or ineffective rating are not eligible to be selected for this activity.

DUTIES AND RESPONSIBILITIES:

Organizational Team Leaders are responsible for maintaining smooth operations of the scoring sites and ensuring that scoring and scanning proceeds on schedule. Duties may include:

- Manage organization at the scoring site and supervise the check-in, distribution, tracking, scanning, and return of exams,
- Provide direction, oversight, support, and motivation to all Organizational Team Members and ATS Specialists,
- Inspection and logging of exams at the scoring site from receipt until scoring completion,
- Scanning answer documents, and generating and/or analyzing ATS reports to ensure accurate data capture,
- Correction of data capture errors,
- Tracking of scoring and scanning progress,
- Physically moving exams to appropriate locations within the scoring site,
- Maintaining the integrity of exam materials in their correct polybag and box,
- Distribution of exams to scorers according to NYSED policy.

Organizational Team Leaders will be assigned roles at the discretion of the Scoring Site Supervisor. Preference among roles within the team, and the particular nature of the work, is not guaranteed.

WORK SCHEDULE: Indicated in the table above. Note that dates and hours are estimated in the posting, and are subject to change and are not guaranteed. **In order to maintain continuity and consistency of scoring, applicants must be available for the full expected dates and hours of the activity in order to accept the position.**

SALARY: As per current Collective Bargaining Agreement.

APPLICATION: All applications must be submitted online at https://www.nycenet.edu/offices/dhr/regents. Applicants selected for the positions will be notified via their NYC DOE email. If you have any questions concerning this activity, please email regents@schools.nyc.gov.

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 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

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.***