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

**Posted Date: December 12, 2016**
**Deadline: January 19, 2017**

**PER SESSION VACANCY NOTICE # 710** **2016 – 2017** **PLEASE POST**

**(CONTINGENT UPON FUNDING)**

**ACTIVITY:** DREAM (SHSI) – The Specialized High Schools Institute (DREAM – SHSI) is an extracurricular program of rigorous coursework designed to assist eligible NYC public and private school students in preparing for the Specialized High Schools Admissions Test (SHSAT). DREAM – SHSI coursework emphasizes verbal and math skills, problem-solving, critical analysis, time management, and test sophistication strategies specific to the SHSAT. (Citywide Program)

**POSITION:** **Secretary for DREAM**

**LOCATION:** Various locations citywide (see table below)

| Site # | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Districts Served | D1,2 | D3,6 | D4,5 | D7,12 | D8 | D10 | D11 | D19,23 | D13,15 | D20 | D21 | D22 |

| Site # | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|---|---|---|---|---|---|---|---|---|
| Districts Served | D14,16,32 | D24,30 | D25,28 | D26,29 | D27 | D31 | D17,18 | D9 |

**ELIGIBILITY:** New York City Department of Education license as a School Secretary. Secretaries presently working at the Middle School level preferred

**SELECTION CRITERIA:**

1. Experience working in or with secondary schools.
2. Experience and familiarity with New York City Department of Education payroll regulations, forms and procedures (including EIS).
3. Experience and familiarity with New York City Department of Education purchase order and requisition preparation and procedures (including FAMIS).
4. Experience and familiarity with student attendance.
5. Impeccable record keeping and timeliness skills.
6. Exceptional computer skills (including MS Word and MS Excel) preferred.
7. Must be able to work collaboratively with DREAM staff.
8. Excellent communication skills.

**DUTIES/ RESPONSIBILITIES:**

- Facilitate all payroll, payroll records and information
- Respond to payroll inquiry from staff in a timely manner
- Support DREAM staff with administrative tasks and responsibilities
- Maintain appropriate employee records
- Complete CAR reports for distribution at the end of program year
- Perform other related tasks under the supervision of the DREAM Program Director

**SALARY:** As per Collective Bargaining Agreement or most current contractual per session rate.

**WORK SCHEDULE:**
Exact schedule to be determined by the activity supervisor

**APPLICATION INSTRUCTIONS:**
Submit a **2016-2017 Per Session OP-175 application,** cover letter (in which you indicate your preferred borough of assignment which will be honored to the extent possible), resume, letter of recommendation from your principal and a copy of your Department of Education license. Applications must be received by close of business on **January 19, 2017** to SHSI@schools.nyc.gov with subject line "DREAM – SHSI Secretary Application"

**PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION**

If you have any questions regarding this advertisement, please contact: SHSI@schools.nyc.gov

**Note:** 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**

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at http://schools.nyc.gov/OEO

**APPROVED BY:** Peter Ianniello Ph. D.

**Division of Human Resources**

**2016-17 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 400 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, 2016 and June 30, 2017, 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 400? Yes _____ No _____

5. If yes, have you submitted a waiver request to exceed the 400 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 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 per session employment, loss of pay, recoupment of compensation already paid, and/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.***