New York City Department of Education
Division of Human Resources
65 Court Street Brooklyn, New York 11201

Post Date: May 8, 2015
Deadline: June 5, 2015

PER SESSION VACANCY CIRCULAR # 460, 2015 Please Post
(Subject to Funding Availability)

Position: Community School ESY Special Education Teacher.

Location: Various Special Education Schools throughout New York City

Eligibility: Licensed and appointed NYCDOE Special Education Teacher

Selection Criteria: Selection will be made from among qualified applicants in the order listed below. Where feasible, applicants will be assigned to the same types of populations they currently serve. Employees who serve satisfactorily in the Program during July and August for two successive years shall be retained for succeeding years if they apply to serve in the Program during July and August provided that they continue to serve as a special educator during their regular work year.

1. Teachers not covered by Advance in the last two school years, require satisfactory ratings from September 1, 2013 through June, 2015
2. Teachers covered by Advance in 2013-2014, a rating of Highly Effective, Effective or Developing
3. Teachers with a combination of Advance and Non-Advance during the 2013-2014 and 2014-2015 school years must have received satisfactory or Highly Effective, Effective or Developing ratings
4. Teachers covered by Advance, no substantiated allegations of misconduct stemming from an OSI or SCI investigation or any misconduct that has led to the filing of disciplinary charges within the past three years
5. Satisfactory record of attendance and punctuality
6. Demonstrated knowledge of techniques and approaches with students with disabilities.
7. Demonstrated successful experience working with students with academic, social and/or emotional difficulties, and/or communication disorders

General Duties & Responsibilities:

1. Provided targeted instruction to students with disabilities to prevent substantial regression.
2. Differentiate learning based on the needs of individual students and IEP goals.
3. Meet with parents to discuss student progress.
4. Other program based assignments as determined by supervisor.

Work Schedule: Anticipated dates: Monday through Friday; July 1 through August 13, up to 6 hours per day (6 hours and 30 minutes minus 30 minutes unpaid lunch).

Salary: Per Session rates as per the Collective Bargaining Agreement

Application: Send a letter of application, OP 175 and copy of resume to:

ESYteacherapplicants@schools.nyc.gov

If you have any questions about this activity, please e-mail ESYteacherapplicants@schools.nyc.gov

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER IN YOUR LETTER OF 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, 2004– June 30, 2005), requires 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 office must make the request in writing (OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters office to the Division of Human Resources, Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York – Room 405. For details, please refer to Chancellor's Regulation, C -175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Approved: *Peter Ianniello PHD*

Attachment 1

2015-16 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, 2015 and June 30, 2016, 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.***