



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



**Per Session Vacancy Circulars  
Teacher, Supervisor, Clinical**

**OP175 Form 2007-2008 (required for all Per Session Vacancy Applications for activities occurring 7/01/07 – 6/30/08)**

**Post Date: May 2, 2008**

**Deadline: May 30, 2008**

**PS Vac Circ.#201,School Yr.'07-'08, Student Enrollment, Per Session  
School Registration Staff  
RETIREES ONLY**

**PS Vac Circ.#203,School Yr.'07-'08, OSYD,Teacher/Job Developer**

**Application for Per Session Employment and Claim for Retention Rights for 2007-2008**

**Directions:** Please read the second page of this form before completing it. This form must be completed prior to commencement of employment by a person applying for work in a per session activity. A copy of this form must be retained by the per session program supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. No person may be employed or paid for a second per session activity or for more than 400 hours (or 270 for appropriate School/CSE Staff Assessment activities) in one or a combination of per session activities without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Home Address \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ File # \_\_\_\_\_ Social Security # \_\_\_\_\_

I. 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 \_\_\_\_\_

**II. Under Collective Bargaining Agreements, you may claim retention rights in only one activity. (Please refer to #14 on the reverse side of this form.)**

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 # of Hours in Activity \_\_\_\_\_

Work Hours Monday-Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday- Sunday \_\_\_\_\_ to \_\_\_\_\_

**III. Between July 1, 2007 and June 30, 2008 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 # 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 # of Hours in Activity \_\_\_\_\_

Work Hours Monday-Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday- Sunday \_\_\_\_\_ to \_\_\_\_\_

**IV. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400? (or 270 for appropriate School/CSE Assessment Staff activities) \_\_\_ Yes \_\_\_ No**

**V. Declaration:** I have read and understand the requirements cited in Chancellor's Regulation C-175. I have also read the second page of this application which contains pertinent provisions from Chancellor's Regulation C-175. I agree to be bound by those provisions. 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 employment, loss of pay, recoupment of compensation already paid or disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**VI. 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, and the Standard Operating Procedures Manual. (A copy of the advertisement is attached.)

\_\_\_\_\_  
Signature of Per Session Program Supervisor

\_\_\_\_\_  
Date

## Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review in your principal's office, Regional Operations Center (ROC), on the DHR Website and at the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street-Room 815, Brooklyn, New York 11201. 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 applying for a second per session activity must obtain an approved waiver prior to commencing service in the second activity (OP175 W)
3. If an individual has claimed retention rights in a per session activity, s/he must submit a waiver for any other per session activity regardless of whether or not the activity begins prior to the activity in which the individual claims retention rights. (Example: A teacher claims retention rights in Activity X which begins each year in October. S/he applies to work in a per session activity during July and August. S/he must submit a waiver for this summer per session activity.)
4. 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 1<sup>st</sup> through June 30<sup>th</sup>.
5. Individuals who have been granted a per session waiver for a second position are required to submit an additional 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 by employees is announced in periodic Personnel Memoranda from the Division of Human Resources.
6. No individual is authorized to work in a per session activity during a normal school workday.
7. 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.
8. 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.
9. No per session compensation may be paid for work performed at home.
10. Employees on sabbatical leaves beginning August 1<sup>st</sup> 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.
11. 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.
12. 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.
13. **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.**
14. 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 the Per Session Monitoring Unit time for review and appropriate action. **All requests for waivers will be reviewed and acted upon within 10 school days from the date of their submission. Per session compensation will be withheld for any individual who has not received prior written approval from the Division of Human Resources for a second per session activity or whose service exceeds the prescribed number of hours indicated in Chancellor's Regulations.**

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

**Request for Waiver of Restriction on Per Session Employment**

**Directions:** The appropriate Superintendent, Executive Director or designee or Personnel Manager signs and submits this form to request a waiver of any of the restrictions on per session employment in accordance with Chancellor's Regulation C-175. Per session employment may not exceed any restriction unless prior approval is received from the Division of Human Resources. Please refer to the regulation and appropriate Collective Bargaining Agreement for direction in advertising and selecting personnel for available per session positions.

Waiver is requested for Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Social Security # \_\_\_\_\_ File # \_\_\_\_\_

The applicant has been selected for the position of: \_\_\_\_\_

Budget Code \_\_\_\_\_ ISC \_\_\_\_\_ District \_\_\_\_\_ Quick Code \_\_\_\_\_ Line # \_\_\_\_\_

Location of Per Session Activity: (School/Office) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Per Session Program Supervisor: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Check the restriction(s) for which the waiver is being requested:

\_\_\_\_ multipleactivities (M/A) \_\_\_\_ number of hours over 400 limit (HRS) \_\_\_\_ number of hours over 270 limit

Between what dates and how widely was the position advertised? (Attach copy of advertisement.) \_\_\_\_\_

Number of applications received for this position? \_\_\_\_\_

Is there another applicant for whom a waiver would not be needed? \_\_\_\_ If so, indicate why this applicant was not selected. \_\_\_\_\_

**Declaration:** I certify that this position was advertised and selected in accordance with the regulations governing per session employment and the current Collective Bargaining Agreement, and that this waiver is needed to staff the position appropriately.

\_\_\_\_\_  
Signature of Superintendent, Executive Director or Designee, Personnel Manager

\_\_\_\_\_  
Date

**Declaration:** I request a waiver to permit me to work in excess of the restriction noted above governing per session employment. I understand that I am not permitted to exceed the restriction unless prior approval has been received from the Division of Human Resources.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Note:** Attach this form to copies of the employee's APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (Form OP 175) and the advertisement announcing this position, and forward to: Division of Human Resources – Per Session Monitoring Unit, 65 Court St. (Rm. 815), Brooklyn, NY 11201

**For Division of Human Resources Action**

**To Program Supervisor:** Your request for a waiver of the restriction noted above for per session year \_\_\_\_ has been  
Approved \_\_\_\_ Disapproved \_\_\_\_

\_\_\_\_\_  
Division of Human Resources  
**OP175 W**

\_\_\_\_\_  
Date

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

POSTED: May 2, 2008,  
DEADLINE: May 30, 2008

Per Session Vacancy Circular # 201

2008-2009

Please Post

(Subject to Funding Availability)

RETIRED School Secretaries, Guidance Counselors, Teachers, Assistant Principals, Principals, Education Administrators and CSE Chairs.

Position: **Per Session School Registration Staff – RETIREES ONLY**  
Approximately 250 per session positions for retired New York City Department of Education (NYCDOE) staff as listed above to meet with students and parents to register/assign K-12 students into appropriate schools

Location:

- Training conducted in central locations and at registration centers. Exact locations to be determined.
- Positions available in all 5 boroughs. Exact locations to be determined.

Eligibility: Appropriately licensed, tenured, and retired NYCDOE School Secretary, Guidance Counselor, Teacher, Assistant Principal, Principal, Education Administrator, or CSE Chair with a minimum of four (4) years of satisfactory experience in the NYC public school system or equivalent

Selection Criteria:

- Satisfactory experience working in, and knowledge of, NYCDOE schools
- Ability to work at least 4 days per week from August 25 to September 12, 2008 on a flexible schedule, for up to 7 hours per day, between the hours of 7 am and 9 pm
- Ability to adhere to established enrollment/placement policies and procedures
- Ability to work with families in determining most appropriate school placement within the guidelines of established policies and procedures
- Ability to assist families of students with disabilities with special education placements
- Ability to work in a fast-paced, stressful environment
- Ability to work individually and in teams
- Ability to communicate effectively in written and spoken English
- Ability to communicate in languages other than English preferred
- Knowledge of ATS strongly preferred
- Knowledge of Special Education, The Continuum of Services for Students with Disabilities and CAP preferred
- Knowledge of High School Admissions Process and HSAPS preferred
- Knowledge of elementary and/or middle school enrollment and zoning preferred
- Knowledge of Gifted and Talented and district school choices processes preferred

Duties and Responsibilities:

- Attend minimum of 2 full days of training during the week of the August 18, 2008. **Exact number of days and hours to be determined. (Candidates who are not able to attend the scheduled training sessions will not be hired; exceptions to this are at the discretion of the Executive Directors of Borough Enrollment and will be based on prior knowledge of the candidate and service at school registration centers.)**
- Meet with students and families to identify schools that meet the needs and interests of students.
- Interview students and families in order to conduct academic assessments.
- Review student documentation and determine school options.
- Adhere strictly to established enrollment/placement policies and procedures.
- Look up student information and register students in ATS.
- Look up student information in CAP and review Individual Education Plans, in order to register/assign students with disabilities.

- Provide superior customer services to families.
- Support general operations of student registration centers.

Work Schedule:

- **Training:** Attend minimum of 2 days of training during the week of the August 18, 2008. **Exact number of days and hours to be determined.**
- **From August 25 – September 12, 2008, 4-5 days per week, Monday – Friday, up to 7 hours per day between the hours of 7 am and 9 pm.** Registration Centers are closed on Labor Day (Monday, September 1, 2008).
- **Numbers of days and hours may vary as staffing needs change - Certain number of hours not guaranteed** - Hours to be determined by or Director of Borough Enrollment in consultation with appropriate Executive Director of Borough Enrollment.
- **Requested location not guaranteed and subject to change** – Location to be determined by Executive Director of Borough Enrollment and may change subject to volume of families seen at any given site.

Salary:

- As per Collective Bargaining Agreement, according to licensure or most current contractual per session rate; training will be paid at the training rate (i.e., UFT \$18.21 per hour).
- **Transportation and out-of-pocket expenses will not be reimbursed.**

Application:

Please send resume, 2008 Student Registration Center Staff Per Session Application, appropriate eligibility credentials, Application for Per Session Employment for 2008-2009 (OP-175 -available in schools or on DHR website) and OP-175-W **by May 30, 2008**

**By email :**  
 registrationstaff@schools.nyc.gov **OR**

**By mail:**  
 Registration Staff  
 New York City Department of Education  
 52 Chambers Street, Room 415  
 New York, NY 10007

**PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND 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, 2007 – June 30, 2008) requires the 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 or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor’s Regulation C-175, dated August 27, 1990.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

**APPROVED:**

*Monica A. McDonald*

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**Division of Human Resources**



OFFICE OF STUDENT ENROLLMENT  
2008 STUDENT REGISTRATION CENTER STAFF PER SESSION APPLICATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

File Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

License (List all if more than 1): \_\_\_\_\_

Most recent position with NYCDOE: \_\_\_\_\_

Year retired: \_\_\_\_\_

Did you work at a Student Registration Center in 2007? \_\_\_\_\_

If yes, which one? \_\_\_\_\_

Have you used ATS or CAP to look up student information and register students? \_\_\_\_\_

Are you proficient in other computer programs? (Microsoft Word, Excel, Access, etc.) If so, please list them below.

Have you used the High School Admissions Processing System (HSAPS) to look up student information? \_\_\_\_\_

What languages other than English, if any, do you speak? \_\_\_\_\_

Please circle all boroughs in which you are willing to work. Please note that the more flexible you are, the more likely it is that we will be able to offer you a position.

Bronx                      Manhattan                      Brooklyn                      Queens                      Staten Island

Are you available to work any 4-5 days per week, any 7 hour period between 7:00 am and 9 pm? Again, we have constantly changing needs, so the more flexible you are; the more likely it is that we will be able to offer you a position. If your schedule is not flexible as specified above, please describe your availability.

Do you have any experience working with special education students? Do you have any experience working with English Language Learners? If yes, please describe prior experience(s).

**THE NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 Court Street – Brooklyn, New York 11201**

Posted: **May 2, 2008**  
Deadline: **May 30, 2008**

**PER SESSION VACANCY CIRCULAR # 203, SUMMER 2008** **Please Post.**  
(Subject to Funding Availability)

**POSITION:** Teacher/Job Developer  
(25-30 Positions)

**LOCATION:** Throughout all five boroughs

**ELIGIBILITY:** Regularly licensed and appointed New York City Department of Education teacher

**SELECTION CRITERIA:**

- Three years satisfactory experience in Special Education
- Two years minimum satisfactory experience in job training and placement of secondary level students with special needs
- Knowledge of selective placement techniques
- Knowledge of affirmative action guidelines and procedures
- Knowledge of New York State labor laws
- Ability to meet deadlines
- Satisfactory written and oral communication skills
- Satisfactory attendance

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Director will:

- Conduct labor market orientation and job readiness training for program participants using an array of appropriate career education materials.
- Assess student job capabilities and selectively place them in appropriate employment opportunities.
- Meet with student, parent and employer to discuss the student's work performance.
- Develop individual career ladders for assigned enrollees.
- Conduct sensitivity training workshops for training site personnel regarding the advantages of hiring individuals with special needs.
- Maintain all necessary program records and documentation.
- Administer pre/post vocational assessments.

**SALARY:** As per the Collective Bargaining Agreement (\$39.98 per hour) or the most current contractual rate

**WORK SCHEDULE:** a)Commencing July 01, 2008; completing August 27, 2008  
b)Monday through Friday – 8:00 AM to 4:00 PM  
c)including a one (1) hour unpaid lunch period  
d)200 hours per position (approximately)

**APPLICATION:** Send letter of application, resume and copy of Department of Education license along with an OP175 (available in the schools and on DHR Website), must be forwarded to:  
Linda Wernikoff, Executive Director  
Office of Special Education Initiatives/Placement and Referral Center  
**Attention:** Jeanne Bambino  
145 Stanton Street, Room 223  
New York, New York 10002  
And must be received **NO LATER THAN: May 30, 2008**

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

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**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

**APPROVED:** Monica A. McDonald  
**Division of Human Resources**