



POSTING DATE: July 13, 2015
FILING DATE: August 7, 2015

DISTRICT 75 CHAPTER 683 PER SESSION VACANCY CIRCULAR #4, 2015 - 2016
(Position Subject to Budget Availability)
Please Post

POSITION: Teacher(s) – Proctoring and Scoring for August 2015 Regents Exams

LOCATION OF ACTIVITY: District 75 Schools & Off-sites

ELIGIBILITY: District 75 Teacher currently working Chapter 683 Program

SELECTION CRITERIA:

- 1- Regularly licensed and appointed teachers assigned to District 75 holding one or more of the following license/certificate: Special Education, Deaf and Hard of Hearing, English, Social Studies, Science, and Math
- 2- Experience with teaching high school students in one or more of the following content areas: ELA, Global, US History, Math and Science.
- 3- Satisfactory attendance and punctuality
- 4- Excellent written & verbal skills
- 5- Priority will be given to those candidates with previous experience

DUTIES AND RESPONSIBILITIES:

- 1- To participate in proctoring Regents Examinations
- 2- To participate in scoring Regents Examinations

SALARY: Per hour Commensurate with Collective Bargaining Agreement

WORK SCHEDULE:

Wednesday, August 12th - 2:40 pm – 7:00 pm (**Proctoring & Scoring**)

Thursday, August 13th - 2:40 pm – 7:00 pm (**Proctoring & Scoring**)

Friday, August 14th, 8:00 am – 4:00 (**Scoring only**)
(**7 hours total** exclusive of 1 hour lunch period)

APPLICATION: Submit the following items to the address indicated below:

- 1- Letter of Application
- 2- OP-175 Application for Per Session Employment
- 3- OP-175W Waiver (if necessary)
- 4- Copy of valid New York City License as appropriate.

Mary-Margret Little
Assessment & Accountability
NYC Department of Education – District 75
400 First Ave – Room 661
New York, New York 10010-4004
Attn: Circular # 4 PS Teacher Regents Proctoring-Scoring August 2015

Note: Please note that all per session vacancy circulars will be posted in the District 75 Principal's Weekly under Human Resources

FILING DATE: All applications must be received by the filing date indicated above

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 in writing (Form OP 175W) and receive written 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.** Requests for waivers and supporting documentation (see Form OP 175W) should be sent to Carmen Serrano, NYC Department of Education- District 75, 400 First Ave – Rm 441, New York, NY 10010-4004 for entry in to the online Waiver Request System. **For Principal Per Session Activities Only** - Principals must submit a per session waiver request to the Superintendent using the current online Principal Per Session Approval Request System FAMIS.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Catherine Ammirati
Catherine Ammirati
Director of Human Resources