



**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: November 16, 2007**

**Deadline: December 17, 2007**

**PS Vac Circ #61, School Yr. '07-'08, CSE1 (District's 9 & 10) - Various Positions**

**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 Date  
**OP175 W**



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



Post Date: November 16, 2007  
Deadline Date: December 17, 2007

PER SESSION VACANCY CIRCULAR # 61, School Year 2007-2008

Please Post.

Committee on Special Education 1  
(Districts 9 & 10)

**POSITIONS:** (Subject to funding availability)

**BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, AUDIOLOGISTS**

**SPECIAL EDUCATION EVALUATION AND PLACEMENT OFFICERS, CSE PRE-SCHOOL ADMINISTRATORS, SUPERVISORS OF SCHOOL PSYCHOLOGISTS, SUPERVISORS OF SPEECH IMPROVEMENT**

**LOCATION OF ACTIVITY:** Committee on Special Education 1:

The assessment activity emanating from the Districts 9 and 10 will be conducted at various sites throughout these districts where students are awaiting assessment and/or CSE reviews. Sites may change within the districts during the course of the activity.

**ANTICIPATED WORK SCHEDULE:**

(AS NEEDED DURING SCHOOL YEAR 2007 - 2008) – Three hours, Monday through Thursday.

CSE 1 – Monday through Thursday- 4:00 – 7:00 P.M.

Elementary, Intermediate and High Schools start and end time will vary, not to exceed 3 hours ending at 7:00 PM; Five hours on Saturdays and/or Sundays between 8:00 A.M. and 1:00 P.M. with no lunch period; Winter Recess, Mid-Winter Recess, and Spring Recess between 8:00 A.M. and 1:00 P.M. with no lunch period, as needed on or after December 18, 2007 ending on or before June 30, 2008\*

*\*Note: Special Education Evaluation and Placement Officers, and CSE Pre-school Administrators may not be employed in this per session activity during the listed recess periods if they are scheduled to work in their regular daytime employment on the official Department calendar.*

The Committee on Special Education 1 shall schedule per session to begin and end on such dates that meet the needs of the CSE, only where caseload and/or lack of available qualified daytime staff exist. UFT employees will receive five days notice if his/her position is eliminated in accordance with Collective Bargaining Agreements. If the position is restored during the per session cycle, the employees shall be returned to the per session activity as per Collective Bargaining Agreement.

The regular workday of School Social Workers and School Psychologists selected for after-school per session positions may be scheduled to start before 8:00 a.m. on days necessary to assure timely arrival of employees at the per session site. Employees shall bring work with them from their regular workday in order to complete such work during their per session employment to the extent that time is available.

**ELIGIBILITY:** Possession of a valid New York City Department of Education license, certificate or other official credential or qualification for a position title listed above

**FOR SUPERVISORS:** Appointment or assignment as a supervisor/administrator with knowledge and experience in multi-disciplinary assessment.

**FOR TRANSLATORS:** Possession of a valid New York City Department of Education bilingual license or New York State bilingual certification or bilingual extension.

**SELECTION CRITERIA:**

Selection criteria will include a satisfactory rating and satisfactory attendance throughout the school year, seniority and work sharing for UFT staff.

**FOR SCHOOL SOCIAL WORKERS and SCHOOL PSYCHOLOGISTS:**

**For After-School Per Session,** priority of assignment for a position in a district/or districts within the former region shall be given to staff assigned to those districts in seniority order, and then to staff assigned to Citywide programs located outside the geographical boundaries of those districts and then to other staff from other former regions in seniority order.

**For Weekend Per Session,** staff who completed a minimum of ten days of satisfactory weekend service in school year 2006-2007 school/CSE assessment staff activity shall have the opportunity to claim retention to a former region in which service was rendered. If the ten days of weekend service were rendered in different regions, member shall have the priority to claim retention to one of the former regions. After the awarding of weekend positions based upon retention, priority for weekend positions in district or/districts within the former region shall be given to staff assigned to those districts in seniority order and then to staff from other former regions in seniority order.

**FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS:**

Priority of assignment in the following order:

- 1) Teacher of Speech improvement who has earned retention to that position
- 2) Appointed Teacher of Speech Improvement in district's 9 & 10
- 3) Assigned Teacher of Speech Improvement in district's 9 & 10
- 4) Teacher of Speech Improvement appointed or assigned to another districts

**FOR TRANSLATORS:**

Priority of assignment in the following order:

- 1) Trained pedagogical Translators with satisfactory participation in previous per session activities
- 2) Pedagogical personnel who have completed Translator training but have not worked yet

**DUTIES AND RESPONSIBILITIES:**

Assessment staff is responsible for developing and reviewing clinical and educational reports which are critical to the proper placement of children in special education classes and programs, as appropriate to the above titles.

**SALARY: (Or the most current contractual rate)**

Teacher/Teacher Assigned	\$39.98 per hour
School Social Worker/School Psychologist	\$42.98 per hour
School Secretary	\$24.64 per hour
Supervisor	\$41.27 per hour

**APPLICATION:**

Applicants who claim bilingual status in a specific language(s) must demonstrate such by attaching a copy of their bilingual qualification in that language (New York State bilingual certification or New York City bilingual license). All pedagogues who are not full-time pedagogical School/CSE Assessment Staff employees must submit a copy of their regular license or Certified Preparatory Teacher Certificate. Those clinicians working as Teacher on Waiver (TOW) must submit a copy of their New York State certificate in the appropriate discipline.

**FOR ALL POSITIONS ADVERTISED, PLEASE FORWARD THE ATTACHED APPLICATION, OP-175 (Available in all schools and DHR Website) AND ALL OTHER APPROPRIATE DOCUMENTS TO:**

THE COMMITTEE ON SPECIAL EDUCATION 1  
(Districts 9 & 10)  
1 Fordham Plaza  
Bronx, New York 10458  
Attention: **Rosetta Brownlee**  
Email: [RBrownl@schools.nyc.gov](mailto:RBrownl@schools.nyc.gov)

**ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN CLOSE OF BUSINESS Monday, December 17, 2007.**

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at: <http://schools.nyc.gov/Offices/DHR/CareerOpportunities/> under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

**PLEASE INCLUDE THE ABOVE PER SESSION VACANCY NUMBER ON YOUR OF APPLICATION AND RESUME.**

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 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 Integrated Service Center must make the request in writing (Form OP175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or Integrated Service Center to the Division of Human Resources - Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details, refer to Chancellor's Regulation on per session employment, C-175 dated August 27, 1990.

**NOTE: PURSUANT TO THE DHR MEMORANDUM DATED APRIL 29, 1999, THE 270 HOUR LIMIT ON PER SESSION EMPLOYMENT WILL REMAIN IN EFFECT FOR SCHOOL PSYCHOLOGISTS AND SCHOOL SOCIAL WORKERS, EMPLOYED IN SCHOOL/CSE ASSESSMENT STAFF ACTIVITIES ONLY.**

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

APPROVED:                     *Laura Smith*                      
Division of Human Resources

**NEW YORK CITY DEPARTMENT OF EDUCATION  
COMMITTEE ON SPECIAL EDUCATION 1  
(Districts 9 & 10)  
PER SESSION APPLICATION  
SCHOOL YEAR 2007-2008**

**ANSWER ALL QUESTIONS ON THIS APPLICATION. IF NOT APPLICABLE WRITE N/A**

NAME \_\_\_\_\_ FILE # \_\_\_\_\_  
PRINT CLEARLY

ADDRESS \_\_\_\_\_ SS # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

CURRENT DAYTIME ASSIGNMENT \_\_\_\_\_ POSITION \_\_\_\_\_ CSE/SCHOOL/DISTRICT \_\_\_\_\_

**APPLICATIONS WITH MISSING OR ILLEGIBLE WRITING WILL NOT BE PROCESSED**

**II I AM QUALIFIED AND APPLYING FOR THE POSITION OF: CHECK (✓) ONE OR MORE ON THE SPACE PROVIDED BEFORE THE TITLE:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Social Worker      | <input type="checkbox"/> Teacher of Speech Impr.      | <input type="checkbox"/> Supv. of Psychologists |
| <input type="checkbox"/> Bil. Social Worker | <input type="checkbox"/> Bil. Teacher of Speech Impr. | <input type="checkbox"/> Supv. of Speech Impr.  |
| <input type="checkbox"/> Psychologist       | <input type="checkbox"/> CSE Pre-schl. Admin.         |   |
| <input type="checkbox"/> Bil. Psychologist  | <input type="checkbox"/> Translator _____ language    | <input type="checkbox"/> Audiologist            |
| <input type="checkbox"/> School Secretary   |   | <input type="checkbox"/> Gen. Ed. Teacher       |
|   |   | <input type="checkbox"/> Spec. Ed. Teacher      |

Check (✓) below which applies:

- I AM MONOLINGUAL  
 I AM NYC DEPARTMENT OF EDUCATION LICENSED OR NYS CERTIFIED **BILINGUAL**.  
PLEASE SPECIFY LANGUAGE(S) \_\_\_\_\_

**III PER SESSION AVAILABILITY:**

Rules governing seniority and work sharing for UFT members will be utilized in considering the applicant's preference for assignment.

I am applying for an assignment during the following period(s) of time. - Check (✓) below.

- Fall (9/2007-1/2008)                       Spring (2/2008-6/2008)

- |                                    |                                   |  |
|------------------------------------|-----------------------------------|--|
| <b><u>WEEKDAYS</u></b>             | <b><u>WEEKENDS</u></b>            | <b><u>HOLIDAYS (See *Note on Page 1 of ad)</u></b> |
| <input type="checkbox"/> Monday    | <input type="checkbox"/> Saturday | <input type="checkbox"/> Winter Recess             |
| <input type="checkbox"/> Tuesday   | <input type="checkbox"/> Sunday   | <input type="checkbox"/> February Recess           |
| <input type="checkbox"/> Wednesday |                                   | <input type="checkbox"/> Spring Recess             |
| <input type="checkbox"/> Thursday  |                                   |  |

Priority for consideration of an assignment will be given to staff available to work a minimum of two afternoons per week.

I AM UNAVAILABLE ON AN ONGOING BASIS, BUT WOULD BE AVAILABLE ON AN AS-NEEDED (SUBSTITUTE) BASIS.

**DEADLINE NO LATER THAN CLOSE OF BUSINESS Monday, December 17, 2007.**

**IV CERTIFICATION:**

If I accept an assignment, I understand that I am committed to work the length of the assignment except if I am retrenched from my Per Session job. I understand that I must submit a waiver request (OP 175W) and receive Division of Human Resources approval through the Superintendent to work beyond allowable limits as per Chancellor's Regulation on C-175. I understand that I must submit a Division of Student Support Services **Claim for Retention Rights.**

I hereby certify that, to the best of my knowledge and belief, the statements in this foregoing application are true, complete and accurate.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

N.B. FALSE STATEMENTS OR OMISSIONS ARE GROUNDS FOR DISCIPLINARY ACTION BY THE DEPARTMENT OF EDUCATION

**V. REQUIRED DOCUMENTATION:**

- COMPLETED DIVISION OF STUDENT SUPPORT SERVICES **CLAIM FOR RETENTION RIGHTS.**  
 COMPLETED DIVISION OF HUMAN RESOURCES FORM OP-175 **APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS FOR 2007-2008.**