



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



Per Session Vacancy Circulars

OP175 Form 2008-2009 (required for all Per Session Vacancy Applications for activities occurring 7/01/08 – 6/30/09)

Post Date: June 1 2009

Deadline: June 26 2009

**PS Vac Circ. #88R Teachers to score New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review
(Approximately 60 Positions)**

**PS Vac Circ. # 89R Supervisors to oversee scoring of New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review
(Approximately 20 Positions)**

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

(Re Post)

Posted Date: June 1, 2009

Deadline: June 26, 2009

PER SESSION VACANCY NOTICE No. 88 R

2009-2010

PLEASE POST

(CONTINGENT UPON FUNDING)

POSITIONS: Teachers to score New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review
(Approximately 60 Positions)

LOCATION: Various Sites throughout New York City

ELIGIBILITY: New York City Department of Education Elementary /Intermediate/High School licensed teachers
(All content areas)

SELECTION CRITERIA:

- Available to score Grades 3-8 and High School exams on selected days throughout the school year (which may include holidays and/or weekends)
- Familiarity with the New York State Standards and the format of New York State content assessments in Grades 3-8 and/or High School Regents with a background in those content areas as well as with performance responses and rubrics preferred.
- Involvement in current content instructional preparation and exam administration preferred
- Involvement in professional development activities related to the various content areas preferred
- Previous experience in scoring the specific content assessments areas preferred (Global History & Geography, English, Language Arts, Mathematics A and B, Living Environment, Physical Setting/Earth Science, U.S. History & Government, Social Studies and Science). Teachers of those content areas preferred
- Demonstrated qualities of organizational skills and the ability to work well in groups
- Satisfactory letter of application which includes your qualifications

DUTIES AND RESPONSIBILITIES:

- Able to answer questions and ensure that all tests are being scored according to set protocols and at a pace that will assure the grading of all tests in a timely manner
- Responsible for the scoring of all short response questions
- Responsible for the scoring of all extended response questions
- Responsible for the required re-reading and re-scoring of tests as designated by the State
- Responsible for the packaging of all score documents according to the Assessment office directions and the repacking of the score booklets in boxes for return to the home schools.

WORK SCHEDULE: **July 1, 2009-Sept. 30, 2009** Approximately (not guaranteed) 25 hours per position including training/scoring for content assessments before Monday – Friday (7:00AM-8:00AM), after school hours (3:00PM-6:00PM) or holidays and/or weekends (9:00AM-5:00PM).

SALARY: As per current Collective Bargaining Agreement (\$41.98) per hour or the most current contractual rate.

APPLICATION: Send Letter of Application which includes your qualifications for the position, resume, copy of your appropriate license, OP175 and OP175W if necessary (available in schools and DHR website) no later than June 26, 2009 to:

Attention: Rita Magier
Assessment Operations
Department of Education 44-36 Vernon Blvd
Room 207
Long Island City, NY 11101

INCLUDE THE ABOVE PER SESSION VACANCY 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, 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 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
Division of Human Resources

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

(Re-Post)

Posted Date: June 1, 2009

Deadline: June 26, 2009

PER SESSION VACANCY NOTICE No. 89R

2009-2010

PLEASE POST

(CONTINGENT UPON FUNDING)

POSITIONS: Supervisors to oversee scoring of New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review
(Approximately 20 Positions)

LOCATION: Various Sites throughout New York City

ELIGIBILITY: New York City Department of Education Elementary /Intermediate/High School licensed supervisors
(All content areas)

SELECTION CRITERIA:

- Available to score Grades 3-8 and High School exams on selected days throughout the school year (which may include holidays and/or weekends)
- Familiarity with the New York State Standards and the format of New York State content assessments in Grades 3-8 and/or High School Regents with a background in those content areas as well as with performance responses and rubrics preferred.
- Involvement in current content instructional preparation and exam administration preferred
- Involvement in professional development activities related to the various content areas preferred
- Previous experience in scoring the specific content assessments areas preferred (Global History & Geography, English, Language Arts, Mathematics A and B, Living Environment, Physical Setting/Earth Science, U.S. History & Government, Social Studies and Science). Teachers of those content areas preferred
- Demonstrated qualities of organizational skills and the ability to work well in groups
- Satisfactory letter of application which includes your qualifications

DUTIES AND RESPONSIBILITIES:

- Able to answer questions and ensure that all tests are being scored according to set protocols and at a pace that will assure the grading of all tests in a timely manner
- Responsible for the supervision of the scorers of all short response questions
- Responsible for the supervision of the scorers of all extended response questions
- Responsible for the supervising and or required re-reading and re-scoring of tests as designated by the State
- Able to help organize the distribution of personnel and scoring at the designated scoring site
- Responsible for the receipt of tests to be scored, the organization of the site for scoring, the secure storage of all tests overnight
- Responsible for the packaging of all score documents according to the Assessment office directions and the repacking of the score booklets in boxes for return to the home schools

WORK SCHEDULE: **July 1, 2009-Sept. 30, 2009** Approximately (not guaranteed) 25 hours per position including training/scoring for content assessments before Monday – Friday (7:00AM-8:00AM), after school hours (3:00PM-6:00PM) or holidays and/or weekends (9:00AM-5:00PM).

SALARY: As per current Collective Bargaining Agreement (\$43.34) per hour or the most current contractual rate.

APPLICATION: Send Letter of Application which includes your qualifications for the position, resume, copy of your appropriate license, OP175 and OP175W if necessary (available in schools and DHR website) no later than June 26, 2009 to:

Attention: Rita Magier
Assessment Operations
Department of Education 44-36 Vernon Blvd
Room 207
Long Island City, NY 11101

INCLUDE THE ABOVE PER SESSION VACANCY CIRCULAR NUMBER IN YOUR LETTER OF APPLICATION.

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Danielle Pickens
Division of Human Resources

2009-10 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: ISC _____ District _____ School/Office _____
License or Title _____ Hours of Employment from _____ to _____
2. 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 No. of Hours in Activity _____
Work Hours Monday – Friday _____ to _____ Saturday – Sunday _____ to _____
3. **Between July 1, 2009 and June 30, 2010, 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 No. 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 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.***