

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

Post Date: May 18, 2015

Deadline: June 16, 2015

PER SESSION VACANCY CIRCULAR # 560, 2015-2016 Please Post

(Contingent Upon Funding)

POSITIONS: Gifted & Talented (G&T) Summer Test Administrator (Bilingual Teacher)
- (Approximately 5 positions)

LOCATION: Various locations citywide

ELIGIBILITY: NYCDOE Teachers Appointed under one or more of the following valid licenses/certifications: Early Childhood License (or) Common Branch License (or) Special Education Teacher License, and must :

- Have Bilingual Certification and/or be literate (read, write & speak) in **both** English and one or more of the following DOE alternate languages: Mandarin, Cantonese, Russian, Spanish, Arabic, Urdu, Korean, Haitian Creole, Bengali, or French, and
- Have prior summer G&T testing experience, and
- Currently work as a DOE elementary school classroom teacher in grades K-2

SELECTION CRITERIA (Preference will be given to the following):

- Three (3) years of early childhood classroom teaching experience within the last five (5) school years
- 2-4 years of DOE centralized G&T SUMMER test administration experience
- Participation in DOE centralized G&T winter test administration during the 2014-15 school year
- Ratings in the last 3 consecutive school years must be Satisfactory, or Developing, Effective or Highly Effective with a preference for Effective or Highly Effective
- Satisfactory record of attendance and punctuality in the last 3 school years
- Available to work during summer
- Letter of recommendation from current or recent supervisor, which includes demonstrated ability to work well and communicate with families and young children
- Willingness to work at more than one test site,
- Ability to attend alternate language pre-qualification interview

DUTIES AND RESPONSIBILITIES:

- Administer G&T assessment to summer applicants one-on-one or in small groups
- Review Gifted & Talented Assessment Program (GTAP) booklets for accuracy of administration
- Assist in preparing test documents for transmission
- Attend face-to-face alternate language professional development training (date and location to be determined)
- Demonstrate clear and articulate language skills
- Adhere to policies and procedures relating to test security, test distribution and collection
- Actively supervise children to and from test rooms, appropriately engage students during all aspects of testing, and demonstrate ability to work well with young children individually and in small groups
- Properly maintain test rooms and security of testing materials
- Use and monitor personal DOE email account for all correspondence and updates regarding this position

WORK SCHEDULE:

- **Training Session:** TBD
- **2015 Summer Test Administration Dates:** Week of July 6-10, 2015
- *In order to maintain continuity and consistency, applicants **must be available for the full activity** in order to accept the position.*
- The number of Per Session hours are contingent on the number of student applicants to be tested.

SALARY:

Per Session rates, as per UFT collective bargaining agreement, are contingent on funding. There will be up to 35 hours (not guaranteed) per position and 1 hours of per session training (face-to face training at per session training rate, online training unpaid).

APPLICATION:

An online Application will be available beginning May 18, 2015. The application will be available at <https://www.surveymonkey.com/s/GTSummer2015TestAdministrator>

Selected applicants will be given an OP-175 to fill out prior to the start of the activity

If you have any questions or problems with this advertisement, please contact GTsupport@schools.nyc.gov for assistance.

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/Careers/Schools/default.htm> under "Per Session Opportunities" 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 via the Per Session Service System and receive 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.*

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Peter Janniello 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

OP-175 – 2015-2016

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.***