



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

**Post Date: September 12, 2008**

**Deadline: October 14, 2008**

**PS Vac Circ.#12, School Yr.'08-09, Supervisor- Adult Education  
(Approximately 1 position)**

**PS Vac Circ.#13, School Yr.'08-'09, Teacher(s) of Welding, Boiler Maintenance  
(Air Pollution) (Approximately 2 positions)**

**PS Vac Circ.#14, School Yr.'08-'09, Curriculum and Professional Development  
Advisory Team. (Approx. 12 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  
**OP175 W**

\_\_\_\_\_  
Date

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

Posted: **September 12, 2008**  
Deadline: **October 14, 2008**

**PER SESSION VACANCY CIRCULAR NO. 12, 2008 – 2009** **Please Post.**

**ANTICIPATED VACANCIES – Fall 2008**  
**OFFICE OF ADULT AND CONTINUING EDUCATION**  
(PENDING FUNDING AVAILABILITY - Positions are 100% Reimbursable)

**POSITION:** **Supervisor- Adult Education (Approximately 1 position)**

**LOCATION:** School of Cooperative Technical Education (Co-op Tech) -321 EAST 96 STREET, MANHATTAN NY, 10128

**ELIGIBILITY:** New York City Department of Education licensed supervisor

**SELECTION CRITERIA:**

- Current or past service as a supervisor with the New York City Department of Education
- Preferred experience as a supervisor in adult programs, and knowledge of NYS Education regulations as they pertain to Adult Education.
- Experience interfacing with other supervisors, teachers, adult students and the general public

**DUTIES & RESPONSIBILITIES:**

- Supervise and administer Trade and Technical Training Programs
- Oversee and manage pre- and post-testing of students
- Ensure adherence to safety policies and procedures
- Secure proper building permits
- Create, provide and participate in professional development to OACE staff members as requested by the Director
- Participate in up to 15 hours of training and mentoring in OACE testing practices on non-work evenings (to be reimbursed at the Training Rate)
- Observe and rate all staff under your supervision
- Monitor and maintain daily attendance of all staff and students
- Prepare and provide weekly attendance reports to OACE Administration
- Supervise and submit all student records and intake information

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

**SCHEDULE:** October 15, 2008 – June 24, 2009 (approx.300 hours per position)

Monday and Wednesday Evenings: Two evenings a week (**4 hours per evening**)

**APPLICATION:** Send resume, copy of New York City License, completed application and OP175 (in the schools and on DHR Website by close of business **October 14, 2008** and mail or hand deliver (do not fax) to:

**Jontra Angrum**  
**Office of Adult and Continuing Education**  
**475 Nostrand Ave.**  
**Brooklyn, New York 11216**  
**Email: [jangrum@schools.nyc.gov](mailto:jangrum@schools.nyc.gov)**

**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*

**Division of Human Resources**

**Per Session Vacancy Circular No. 12**

**NYC Department of Education**

**Office of Adult and Continuing Education**

**Per Session Supervisor Application-2008**

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

Home Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: (Please print clearly- you will receive details and updates at this email address)

\_\_\_\_\_

File Number: \_\_\_\_\_ (If applicable)

Social Security #: \_\_\_\_\_

New York State Certification: \_\_\_\_\_

License(s) held: \_\_\_\_\_

Have you been employed in the Adult and Continuing Education Program: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, in which school? : \_\_\_\_\_

Indicate Schedule and Content Area: \_\_\_\_\_

If you are currently working for the DOE, what is your appointment status? (Please check)

Licensed, Appointed: \_\_\_\_\_ Annualized, Non Appointed: \_\_\_\_\_ Per Session: \_\_\_\_\_

If yes, in which school? : \_\_\_\_\_

Indicate Schedule and Content Area: \_\_\_\_\_

Are you eligible to claim retention for rights for the fall program (worked both fall 2006 & 2007)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Did you claim retention rights in the Adult Education summer program? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please list the schedule desired in priority order i.e. 1, 2, 3:

Please list in order your preference for assignment:

| <b>CONTENT AREA</b><br>(Including areas of Contextualized Instruction) | <b>SCHOOL\BOROUGH</b> |
|--|-----------------------|
| 1 <sup>st</sup> Choice   |                       |
| 2 <sup>nd</sup> Choice   |                       |
| 3 <sup>rd</sup> Choice   |                       |
| 4 <sup>th</sup> Choice   |                       |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All applications must be received by October 14, 2008**

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

Posted: **September 12, 2008**  
Deadline: **October 14, 2008**

**PER SESSION VACANCY CIRCULAR NO. 13, 2008 – 2009** **Please Post.**

**ANTICIPATED VACANCIES – Fall 2008**  
**OFFICE OF ADULT AND CONTINUING EDUCATION**  
(PENDING FUNDING AVAILABILITY - Positions are 100% Reimbursable)

**POSITION:** Teacher(s) of Welding, Boiler Maintenance (Air Pollution) (Approximately 2 positions)

**LOCATION:** School of Cooperative Technical Education (Co-op Tech) -321 EAST 96 STREET MANHATTAN, NY, 10128

**ELIGIBILITY:** A current New York City Department of Education teaching license and/or a valid NY State Certification in the respective content area as listed above.

**SELECTION CRITERIA:** Preference may be given to:

1. Appointed teachers with retention rights currently working for the Office of Adult and Continuing Education.
2. Primary teachers with retention rights working (regularly from 15 to 29 hours per week) for OACE.
3. Regularly appointed day school teachers with retention rights to this activity.
4. Regularly appointed day school teachers.

**DUTIES & RESPONSIBILITIES:**

- Plan and provide instructional services in Welding and Boiler Maintenance
- Prepare, maintain and submit records of registration, attendance and student performance
- Participate in professional development to OACE staff members as requested by the Director, including up to 15 hours of training and mentoring in OACE testing practices on non-work evenings (trainings attended on non-work hours will be reimbursed at the Training Rate)
- Assist in the intake and required testing and placement of new students
- Other related activities that pertain to Office of Adult and Continuing Education

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

**SCHEDULE:** October 15, 2008 – June 24, 2009 (approx.300 hours per position)

4:00 PM – 6:00 PM Monday and Wednesday or 4:00 PM – 8:00 PM Monday and Wednesday

2 days, (4-8 hours per week)

**APPLICATION:** Please complete the **attached application and OP175** (in the schools and on DHR Website) by **October 14, 2008** and mail or hand deliver (do not fax) to:

**Jontra Angrum**  
**Office of Adult and Continuing Education**  
**475 Nostrand Ave.**  
**Brooklyn, New York 11216**  
**Email: [jangrum@schools.nyc.gov](mailto:jangrum@schools.nyc.gov)**

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

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

**Per Session Vacancy Circular No. 13**

**NYC Department of Education  
Office of Adult and Continuing Education  
Per Session Teacher Application- 2008**

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

Home Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: (Please print clearly- you will receive details and updates at this email address)

\_\_\_\_\_

File Number: \_\_\_\_\_ (If applicable)

Social Security #: \_\_\_\_\_

New York State Certification: \_\_\_\_\_

License(s) held: \_\_\_\_\_

Have you been employed in the Adult and Continuing Education Program: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, in which school? : \_\_\_\_\_

Indicate Schedule and Content Area: \_\_\_\_\_

If you are currently working for the DOE, what is your appointment status? (Please check)

Licensed, Appointed: \_\_\_\_\_ Annualized, Non Appointed: \_\_\_\_\_ Per Session: \_\_\_\_\_

If yes, in which school? : \_\_\_\_\_

Indicate Schedule and Content Area: \_\_\_\_\_

Are you eligible to claim retention for rights for the fall program (worked both fall 2006 & 2007)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Did you claim retention rights in the Adult Education summer program? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please list the schedule desired in priority order i.e. 1, 2, 3:

Please list in order your preference for assignment:

| <b>CONTENT AREA</b><br>(Including areas of Contextualized Instruction) | <b>SCHOOL\BOROUGH</b> |
|--|-----------------------|
| 1 <sup>st</sup> Choice   |                       |
| 2 <sup>nd</sup> Choice   |                       |
| 3 <sup>rd</sup> Choice   |                       |
| 4 <sup>th</sup> Choice   |                       |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All applications must be received by Tuesday, October 14, 2008**

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

**Posted September 12, 2008  
Deadline: October 14, 2008**

**PER SESSION VACANCY NOTICE # 14, 2008 -2009 PLEASE POST.**

**POSITION:** **Curriculum and Professional Development Advisory Team. (Approx. 12 Positions)  
Subject to Budgetary Constraints and Programming Exigencies**

The D79 Curriculum and Professional Development Advisory Team (CPDAT) will play a critical role in the design and implementation of district-wide curricula. The team will play an integral role in the design and piloting of an interdisciplinary curriculum developed in partnership with Kaplan K12 Learning Services. It will also provide ongoing feedback on the implementation and professional development affiliated with other district-wide curricula, such as Text Connections.

**LOCATION:** Various Locations throughout the city

**Composition of CPDAT:**

- Comprised of teachers, instructional leaders on the D79 team, and members of the Kaplan K-12 curriculum team
- Teachers with diverse areas of expertise and who will represent a cross-section of D79's programs

**ELIGIBILITY:** Teachers regularly appointed to: GED Plus, Access, Correctional Facilities & Re-Start  
**SELECTION CRITERIA:**

- Knowledge of and ability to plan and execute high-quality lessons.
- Able to communicate clear and innovative ideas about curriculum, teaching and learning, and professional development.
- Knowledge of research and effective practices in literacy and curriculum development.
- Demonstrated ability to collaborate effectively to improve teaching and learning.
- Demonstrated ability to find solutions to complex problems and conflicting opinions.
- Satisfactory performance ratings for the last three years.

**DUTIES AND RESPONSIBILITIES:**

- To provide background and context about District 79 programs and students to ensure Kaplan staff has information to design effective units for our students.
- To provide input and feedback on portions of the interdisciplinary curriculum as it is developed.
- To pilot curriculum materials with students (when it makes sense for the teacher given circumstances) and to give feedback to the Kaplan and district about its implementation.
- To serve as conduits of information during both the development and implementation of the interdisciplinary curriculum to other teachers in the district.
- To brainstorm to develop a framework for collective and site based professional development can assist in the effective implementation of curricula of Text Connections (and other literacy materials) and ultimately the interdisciplinary units.

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

**WORK SCHEDULE:** Meeting at least 3 hours in the afternoon or on a weekend ( October 15, 2008 – June 24, 2009 )  
(Approximately 50 hours per position) (To Be Determined by the Committee)

**APPLICATION:** Candidates should submit to a letter of intent addressing the selection criteria to [D79Recruitment@schools.nyc.gov](mailto:D79Recruitment@schools.nyc.gov). Those granted an interview should come prepared with materials that show evidence of satisfying the selection criteria.

**DUE DATE: October 14, 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**