



**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. #245 Supervisor (ESL, Bilingual, Content-Area, Approximately 3 Positions)

PS Vac Circ. # 246 Curriculum Writers: Supervisor (ESL, Bilingual, Content-Area, Approximately 5 Positions)

PS Vac Circ. # 247 Curriculum Writers, Teachers (Approximately 10 Positions)

PS Vac Circ. # 248 Teacher (ESL, Bilingual, Content-Area) (Approximately 3 Positions)

PS Vac Circ. # 249 Coordinator for STARTALK Summer Program for Hindi (1)

PS Vac Circ. # 250 Director, STARTALK Summer Program in Hindi (1)

PS Vac Circ. # 251 Teacher/Curriculum Writers STARTALK Summer Program for Hindi (6)

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

Posted Date: **June 1, 2009**

Deadline: **June 26, 2009**

PER SESSION VACANCY CIRCULAR NO. 245 **Summer 2009** **PLEASE POST.**
(Subject to Funding Availability)

POSITION: Supervisor (ESL, Bilingual, Content-Area, Approximately 3 Positions)
LOCATION: Office of English Language Learners (ELLs), 52 Chambers Street, New York, NY 10007, and/or district/school sites
ELIGIBILITY: New York City Department of Education licensed supervisors, principals, and/or assistant principals with experience with ELLs
SELECTION CRITERIA: Supervisors must:
1) Have received certification from WestEd to provide the Quality Teaching for English Learners (QTEL) Building the Base professional development institute;
3) Have experience in providing hands-on professional development institutes to teachers of various grades and disciplines;
4) Have experience with teaching English Language Learners;
5) Have good interpersonal skills; ability to work with adult learners;
6) Demonstrated satisfactory experience in a supervisory role in professional development programs.

DUTIES AND RESPONSIBILITIES:
The Supervisor will be responsible for:
1. Planning materials and instruction for 5-day institute;
2. Providing QTEL Building the Base, English language arts, or social studies professional development during QTEL summer institute;
3. Supervise vendor and staff during the institute;
4. Liaise with the staff of the location to ensure all needs of professional development are met;
5. Assist ELL Curriculum Specialists with planning and execution of QTEL summer institute.

WORK SCHEDULE: **August 3, 2009 – August 21, 2009**
Monday-Friday, 8:00 am – 4:00 pm
(Up to 90 hours per position)

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

APPLICATION: **Application Form OP-175 (available in the schools and DHR website), cover letter, resume, and a copy of your Department of Education license must be received on or before June 26 2009.**

Send to:
Maria Santos, Executive Director
Office of English Language Learners
52 Chambers Street – Rm. 210
New York, NY 10007

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at:
www.nycenet.edu/administration/operations/dhr/opportunities under “Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)”

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

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 P.H.D.
Division of Human Resources

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

Posted Date: **June 1, 2009**

Deadline: **June 26, 2009**

PER SESSION VACANCY CIRCULAR NO. 246 **Summer 2009** **PLEASE POST.**

(Subject to Funding Availability)

POSITION: Curriculum Writers: Supervisor (ESL, Bilingual, Content-Area, Approximately 5 Positions)

LOCATION: Office of English Language Learners (ELLs), 52 Chambers Street, New York, NY 10007, and/or district/school sites

ELIGIBILITY: New York City Department of Education licensed supervisors, principals, and/or assistant principals with experience with ELLs

SELECTION CRITERIA: Supervisors must:

- 1) Be familiar with in English and a second language learning standards, native language arts learning standards;
- 2) Have experience overseeing production of curriculum and educational materials for ELLs;
- 3) Have the ability to write and review curricula in native language arts, English language arts for ELLs;
- 4) Have good writing and editing skills;
- 5) Have good interpersonal skills; ability to supervise work teams and teachers providing enrichment instruction to ELLs.

DUTIES AND RESPONSIBILITIES:

The Supervisor will be responsible for:

1. Oversee the developing of curricula, planning for professional development, and/or direct instruction to ELLs.
2. Ensure that bilingual/ESL activities and materials meet the needs of ELLs.
3. Assist with oversight of special projects and initiatives as needed.
4. Work with ELL Curriculum Specialists and ELL Compliance and Performance Specialists to support their work.
5. Supervise teams involved in writing projects, which may include teacher, other administrators, and vendors.

WORK SCHEDULE:

August 3, 2009 - August 28, 2009

Monday-Friday, 8:00 am – 4:00 pm

(Up to 175 hours per position)

SALARY:

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

APPLICATION:

Application Form OP-175 (available in the schools and DHR website), cover letter, resume, and a copy of your Department of Education license must be received before June 26 2009.

Send to:

Maria Santos, Executive Director

Office of English Language Learners

52 Chambers Street – Rm. 210

New York, NY 10007

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65 COURT STREET
BROOKLYN, NEW YORK 11201

Posted Date: June 1, 2009

Deadline: June 26, 2009

PER SESSION VACANCY CIRCULAR NO. 247 **Summer 2009** **PLEASE POST.**

(Subject to Funding Availability)

POSITION: Curriculum Writers, Teachers (Approximately 10 Positions)

LOCATION: Office of English Language Learners (ELLs), 52 Chambers Street, New York, NY 10007, and/or district/school sites

ELIGIBILITY: New York City Department of Education licensed teacher with experience with ELLs

SELECTION CRITERIA:

- 1) Five (5) years of satisfactory teaching experience
- 2) Licensed by the NYC Department of Education in ESL, Bilingual, or Content Area (math, science, social studies, ELA)
- 3) Experience with production of curriculum initiatives and materials
- 4) Familiar with in English as a Second Language learning standards, Native Language Arts learning standards, and English Language Arts learning standards;
- 5) Have ability to write and review curricula for ELLs;
- 6) Good writing and editing skills;
- 7) Have good interpersonal skills; ability to work with teams providing enrichment instruction to ELLs.

DUTIES AND RESPONSIBILITIES:

Per session personnel will perform one or more of the following tasks under the direction of the appropriate supervisor:

1. Assist in developing curricula, planning for professional development or direct instruction to ELLs.
2. Ensure that bilingual/ESL activities and materials meet the needs of ELLs.
3. Assist with oversight of special projects and initiatives as needed.
4. Work with ELL Curriculum Specialists and ELL Compliance and Performance Specialists to support their work.

WORK SCHEDULE: **August 2, 2009 – August 28, 2009**
Monday-Friday, 8:00 am – 4:00 pm
(Up to 105 hours per position)

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

APPLICATION: **Application Form OP-175 (available in the schools and DHR website), cover letter, resume, and a copy of your Department of Education license must be received before June 26 2009.**

Send to:
Maria Santos, Executive Director
Office of English Language Learners
52 Chambers Street – Rm. 210
New York, NY 10007

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65 COURT STREET
BROOKLYN, NEW YORK 11201

Posted Date: June 1, 2009

Deadline: June 26, 2009

PER SESSION VACANCY CIRCULAR NO. 248 **Summer 2009** **PLEASE POST.**

(Subject to Funding Availability)

POSITION: Teacher (ESL, Bilingual, Content-Area) (Approximately 3 Positions)
LOCATION: Office of English Language Learners (ELLs), 52 Chambers Street, New York, NY 10007, and/or district/school sites
ELIGIBILITY: New York City Department of Education licensed teachers in bilingual, ESL and/or content areas.
SELECTION CRITERIA: Teachers must:
1) Have received certification from WestEd to provide the Quality Teaching for English Learners (QTEL) Building the Base professional development institute;
2) Have experience in providing hands-on professional development institutes to teachers of various grades and disciplines;
3) Have experience with teaching English Language Learners;
4) Have good interpersonal skills; ability to work with adult learners.

DUTIES AND RESPONSIBILITIES:

The Teachers will be responsible for:

1. Assisting supervisor with materials and instruction for 5-day institute.
2. Providing QTEL Building the Base, English language arts, or social studies professional development during QTEL summer institute
3. Assist ELL Curriculum Specialists with planning and execution of QTEL summer institute.

WORK SCHEDULE:

August 3, 2009 – August 21, 2009

Monday-Friday, 8:00 am – 4:00 pm

(Up to 90 hours per position)

SALARY:

As per Collective Bargaining Agreement (41.98 per hour) or the most current contractual rate

APPLICATION:

Application Form OP-175 (available in the schools and DHR website), cover letter, resume, and a copy of your Department of Education license must be received before June 26 2009.

Send to:

Maria Santos, Executive Director
Office of English Language Learners
52 Chambers Street – Rm. 210
New York, NY 10007

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at:

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APPROVED

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Division of Human Resources

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DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Posted Date: **June 1, 2009**

Deadline: **June 26, 2009**

PER SESSION VACANCY CIRCULAR NO. 249 **2009 Summer** **PLEASE POST.**

(Subject to Funding Availability)

POSITION: Coordinator for STARTALK Summer Program for Hindi (1)

LOCATION: Thomas A. Edison Career and Technical Education High School

ELIGIBILITY: New York City Department of Education licensed teacher in bilingual content areas, English as a Second Language (ESL), Foreign Languages

SELECTION CRITERIA: Applicants must have experience in:

- Teaching native language arts, ESL, content areas, or Hindi as a foreign/heritage language.
- Selecting, preparing, and using instructional materials for Hindi as a Foreign Language.
- Communicating effectively in Hindi language.
- Excellent interpersonal skills to work well in group setting and be able to meet deadlines.
- School administration, supervision, and budget management.
- Office management and coordination of activities.
- Overseeing student extra-curricular activities and programs.
- Extensive knowledge in Collaborative Team Teaching.
- Use of FAMIS and Galaxy systems.
- Demonstrated work with parents, community based organizations, and community surrounding the school

DUTIES AND RESPONSIBILITIES: Per session personnel will perform one or more of the following tasks under the direction of the appropriate supervisor:

- Coordinate students' recruitment.
- Arrange field trips and activities, including contacting and scheduling guest speakers and events.
- Manage instructional material and book order, office work and other related activities pertaining to the STARTALK program

WORK SCHEDULE: **July 1, 2009 through July 24, 2009**
Monday thru Friday
9:00 a.m. – 3:00 p.m.

Up to 90 hours for each position.

SALARY: As per Collective Bargaining Agreement or the most current contractual rate.

APPLICATION: **Application Form OP-175 (available in the schools and DHR website), cover letter, resume, and a copy of your Department of Education license must be received by June 26, 2009. Please mail application to:**

Yamaris Vazquez
Office of English Language Learners
52 Chambers Street – Rm. 210
New York, NY 10007

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

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED *Peter Janniello*
Division of Human Resources

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DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Posted Date: June 1, 2009

Deadline: June 26, 2009

PER SESSION VACANCY CIRCULAR NO. 251 **2009 Summer** **PLEASE POST.**

(Subject to Funding Availability)

- POSITION:** Teacher/Curriculum Writers STARTALK Summer Program for Hindi (6)
- LOCATION:** Thomas A. Edison Career and Technical Education High School
- ELIGIBILITY:** New York City Department of Education licensed teacher in bilingual content areas, English as a Second Language (ESL), Foreign Languages
- SELECTION CRITERIA:** Applicants must have skills and experience in:
- Teaching native language arts, ESL, and content areas or Hindi as a foreign/heritage language.
 - Curriculum writing and unit planning.
 - Selecting and using instructional materials for Hindi as a foreign language.
 - Demonstrated knowledge of teaching Hindi as a foreign language
 - Demonstrated knowledge of New York State Languages Other Than English (LOTE) Standards
 - Familiarity with South Asian or Indian culture and literature
 - Excellent interpersonal skills to work well in group setting and be able to meet deadlines.
 - Extensive knowledge in Collaborative Team Teaching.
 - Attended NYU STARTALK teachers' training.
 - Experience of successfully engaging and meeting the needs of students at different levels

DUTIES AND

RESPONSIBILITIES:

Per session personnel will perform one or more of the following tasks under the direction of the appropriate supervisor:

1. Develop curricula to teach Hindi as a foreign language.
2. Ensure that activities and materials meet the needs of students.
3. Administer and score appropriate assessment.
4. Attend STARTALK orientation, curriculum writing sessions, and professional development at New York University.
5. Attend all other related activities to the STARTALK summer program.

WORK SCHEDULE:

July 1, 2009 through July 24, 2009

Monday thru Friday

9:00 a.m. – 3:00 p.m.

Up to 90 hours for each position.

SALARY:

As per Collective Bargaining Agreement or the most current contractual rate.

APPLICATION:

Application Form OP-175 (available in the schools and DHR website), cover letter, resume, and a copy of your Department of Education license must be received by June 26, 2009. Please mail application to:

Yamaris Vazquez
Office of English Language Learners
52 Chambers Street – Rm. 210
New York, NY 10007

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

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Peter Janniello
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

OP-175 – 2009-2010

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.***