

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

**Post Date:** April 7, 2014

**Deadline:** May 9, 2014

**PER SESSION VACANCY CIRCULAR #282, 2014**

**Please Post**

**(Subject to Funding Availability)**

**POSITION: SCHOOL PSYCHOLOGISTS**

**LOCATIONS:**

The assessment activities may be conducted at various sites throughout New York City where students are awaiting assessments and/or reviews. Sites may change during the course of the activity.

**ELIGIBILITY:**

- NYCDOE Licensed and Appointed School Psychologists (Monolingual/Bilingual)
- Trained in conducting ADOS assessment
- Experience successfully conducting ADOS assessment

**ANTICIPATED WORK SCHEDULE**

As needed between May 10, 2014 and June 30, 2014. Up to three hours on Monday – Thursday between 4:00pm and 7:00pm, up to five hours on Saturdays and/or Sundays between 8:30am and 1:30pm, spring break between 8:30 and 1:30 with no lunch break; as needed for the duration of the school year ending on or before June 30, 2013.

The per session schedule shall begin and end on such dates that meet the needs of the students only where caseload and/or lack of available qualified day time staff exist. The regular work day for school psychologists selected for after school per session positions may be scheduled to start before 8:00am on days necessary to assure timely arrival of employees at the per session site.

**SELECTION CRITERIA:**

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

**For After School Per Session:**

Priority of an assignment for a position in a district shall be given to staff assigned to the district in seniority order, and then to staff assigned to Citywide programs located within the district, and then to other staff from other districts in seniority order.

**For Weekend Per Session:**

Staff who completed a minimum of 10 days of satisfactory weekend service in school year 2011 – 2012 school/CSE assessment staff activity shall have the opportunity to claim retention to a district in which service was rendered. If the 10 days of weekend service were rendered in different districts, members shall have the priority to claim retention to one of the districts. After the awarding of weekend positions based upon retention, priority for weekend positions in the district shall be given to staff assigned to the district in seniority order and then to staff from other districts in seniority order.

**SCHOOL PSYCHOLOGISTS:**

FOR AFTER-SCHOOL PER SESSION, priority of assignment for a position in a district shall be given to staff assigned to the district in seniority order, and then to staff assigned to Citywide programs located within the district and then to other staff from other districts in seniority order.

**Duties and Responsibilities:**

- Develop and review clinical and educational reports and IEPs
- Conduct classroom observations of students who may be on the autism spectrum
- Conduct ADOS
- Interpret ADOS, document results
- Collaborate with school teams, families, and central staff

**SALARY:**

Per collective bargaining agreement

**APPLICATION:**

Applicants who claim bilingual status in specific language(s) must demonstrate such by attaching a copy of their bilingual qualifications in that language (New York State bilingual certification or New York City bilingual license).

PLEASE FORWARD THE ATTACHED APPLICATION, OP175

(Available in all schools and DHR Website) AND ALL OTHER APPROPRIATE DOCUMENTS TO:

**Nancy Frost  
28-11 Queens Plaza North  
Queens, NY 11101**

Applications should be mailed or hand-delivered to the address listed above; or e-mailed to:

[NFrost2@schools.nyc.gov](mailto:NFrost2@schools.nyc.gov)

If you have any questions about this activity, please e-mail [NFrost2@schools.nyc.gov](mailto:NFrost2@schools.nyc.gov)

**ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN:**

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*

**NEW YORK CITY DEPARTMENT OF EDUCATION  
PER SESSION APPLICATION**

**Summer 2010/School Year 2010-2011**

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

**I. NAME FILE #** \_\_\_\_\_

**Please Print Clearly**

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

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**WORK PHONE** \_\_\_\_\_

**CELL PHONE** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_

**CURRENT DAYTIME ASSIGNMENT** \_\_\_\_\_

**Position School/s/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.)

\_\_\_\_ School Social Worker \_\_\_\_ Teacher of Speech Improvement

\_\_\_\_ Bilingual School Social Worker \_\_\_\_ Bilingual Teacher of Speech Improvement

\_\_\_\_ School Psychologist \_\_\_\_ Translator language

\_\_\_\_ Bilingual School Psychologist \_\_\_\_ Special Education Teacher

\_\_\_\_ School Secretary \_\_\_\_ Bilingual Special Education Teacher

\_\_\_\_ Audiologist \_\_\_\_ General Education Teacher

\_\_\_\_ Bilingual General Education Teacher

(Check below.)

\_\_\_\_ 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.)

July 6 to 30, 2010 (19 days): \_\_\_\_\_ August 2 to 27, 2010 (20 days) \_\_\_\_\_

Start date Fall 2010 \_\_\_\_\_ Start date Spring 2011 \_\_\_\_\_

WEEKDAYS WEEKENDS HOLIDAYS (See \*Note on Page 1 of ad.)

\_\_\_\_ Monday \_\_\_\_ Saturday \_\_\_\_ Winter Recess

\_\_\_\_ Tuesday \_\_\_\_ Sunday \_\_\_\_ February Recess

\_\_\_\_ Wednesday \_\_\_\_ Spring Recess

\_\_\_\_ 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: June 8, 2010**

**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 (OP175W) and receive Division

of Human Resources approval through the Superintendent to work beyond allowable limits as per Chancellor's Regulations 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.

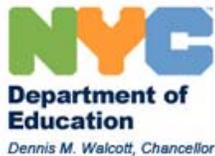
**SIGNATURE OF APPLICANT DATE** \_\_\_\_\_

**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 2010-2011.



**2013-14 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, 2013 and June 30, 2014, 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 – 2013-2014

## 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 1<sup>st</sup> **through** June 30<sup>th</sup>.
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 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.
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.***