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: May 12, 2009

Deadline: June 9, 2009

PS Vac Circ. # 190 BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS BILINGUAL SPEECH AND LANGUAGE EVALUATORS, SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS

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Post Date: May 12, 2009
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PER SESSION VACANCY CIRCULAR # 190 Summer 2009 and School Year 2009-2010
Committee on Special Education 5

POSITIONS: (Subject to Funding Availability)

BILINGUAL SCHOOL SOCIAL WORKERS, SCHOOL SOCIAL WORKERS, BILINGUAL SCHOOL PSYCHOLOGISTS, SCHOOL PSYCHOLOGISTS, BILINGUAL TEACHERS OF SPEECH IMPROVEMENT AND TEACHERS OF SPEECH IMPROVEMENT SERVING AS BILINGUAL SPEECH AND LANGUAGE EVALUATORS, SPEECH AND LANGUAGE EVALUATORS, TRANSLATORS, SCHOOL SECRETARIES, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS

SPECIAL EDUCATION EVALUATION AND PLACEMENT OFFICERS, PRE-SCHOOL ADMINISTRATORS, SUPERVISORS OF SCHOOL PSYCHOLOGISTS, SUPERVISORS OF SPEECH IMPROVEMENT

LOCATIONS OF ACTIVITY: Committee on Special Education 5
The assessment activity may be conducted at various sites throughout Districts 19, 23 and 32 where students are awaiting assessment and/or CSE reviews. Sites may change during the course of the activity.

ANTICIPATED WORK SCHEDULE: (as needed during the 2009-2010 School Year)
For July (July 6-31) and August (August 3-28) 2009: Five hours between 8:30 AM and 1:30PM.
For School Year 2009-2010: Three hours on Monday through Thursday between 4:00 P.M. and 7:00 P.M. Five hours on Saturdays and/or Sundays between 8:30 A.M. and 1:30 P.M. with no lunch period; Winter Recess, Mid-Winter Recess, and Spring Recess between 8:30 A.M. and 1:30 PM with no lunch period, as needed on or after November 2009 and ending on or before June 30, 2010*

***Note:** Special Education Evaluators and Placement Officers, and Pre-school Administrators may not be employed in this per session activity during the listed recess periods if they are scheduled to work in their regular daytime employment on the official Department calendar.

Committee on Special Education 5 shall schedule per session to begin and end on such dates that meet the needs of the students only where caseload and/or lack of available qualified daytime staff exist. UFT employees will receive five days notice if his/her position is eliminated in accordance with Collective Bargaining Agreements. If the position is restored during the per session cycle, the employees shall be returned to the per session activity as per Collective Bargaining Agreement.

The regular workday of School Social Workers and School Psychologists selected for after-school per session positions may be scheduled to start before 8:00 a.m. on days necessary to assure timely arrival of employees at the per session site. Employees shall bring work with them from their regular workday in order to complete such work during their per session employment to the extent that time is available.

ELIGIBILITY: Possession of a valid New York City Department of Education license, certificate or other official credential or qualification for a position title listed above

FOR SUPERVISORS: Appointment or assignment as a supervisor/administrator with knowledge and experience in multi-disciplinary assessment

FOR TRANSLATORS: Possession of a valid New York City Department of Education bilingual license or New York State bilingual certification or bilingual extension

SELECTION CRITERIA:

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

FOR SCHOOL SOCIAL WORKERS and 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.

FOR WEEKEND PER SESSION, staff who completed a minimum of ten days of satisfactory weekend service in school year 1997-1998 School/CSE Assessment Staff activity shall have the opportunity to claim retention to a district in which service was rendered. If the ten days of weekend service were rendered in different districts, member 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.

FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS:
Priority of assignment in the following order:
1) Teacher of Speech improvement who has earned retention to that position
2) Appointed Teacher of Speech Improvement in District 19, 23 and/or 32.
3) Assigned Teacher of Speech Improvement in District 19, 23 and/or 32.
4) Teacher of Speech Improvement appointed or assigned to another district.

FOR TRANSLATORS:
Priority of assignment in the following order:
1) Trained pedagogical Translators with satisfactory participation in previous per session activities
2) Pedagogical personnel who have completed Translator Training but have not worked yet

DUTIES AND RESPONSIBILITIES:
Assessment staff is responsible for developing and reviewing clinical and educational reports, which are critical to the proper placement of children in special education classes and programs, as appropriate to the above titles.

SALARY: (Or most current contractual rate)

Teacher/Teacher Assigned	$41.98 per hour
School Social Worker/School Psychologist	45.13 per hour
School Secretary	25.87 per hour
Supervisor	43.34 per hour

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). All pedagogues who are not full-time pedagogical School/CSE Assessment Staff employees must submit a copy of their regular license or Certified Preparatory Teacher Certificate. Those clinicians working as Teacher on Waiver (TOW) must submit a copy of their New York State certificate in the appropriate discipline.

FOR ALL POSITIONS ADVERTISED, PLEASE FORWARD THE ATTACHED APPLICATION, OP175 (Available in all schools and DHR Website) AND ALL OTHER APPROPRIATE DOCUMENTS TO:

COMMITTEE ON SPECIAL EDUCATION 5
1665 St. Marks Avenue, Room 113
Brooklyn New York 11233
Attention: Ivy Linder, Chairperson

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN: June 9, 2009

Note: ***Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at:***
www.nycenet.edu/Offices/DHR/CareerOpportunities/ under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE NOTE: PURSUANT TO THE DHR MEMORANDUM DATED APRIL 29, 1999, THE 270 HOUR LIMIT ON PER SESSION EMPLOYMENT WILL REMAIN IN EFFECT FOR SCHOOL PSYCHOLOGISTS AND SCHOOL SOCIAL WORKERS, EMPLOYED IN SCHOOL/CSE ASSESSMENT STAFF ACTIVITIES ONLY.

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: *Danielle Pickens*

NEW YORK CITY DEPARTMENT OF EDUCATION
COMMITTEE ON SPECIAL EDUCATION 5
PER SESSION APPLICATION
Summer 2009/School Year 2009-10

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.)

_____Social Worker
_____ Bil. Social Worker
_____Psychologist
_____ Bil. Psychologist
_____School Secretary
_____Teacher of Speech Impr.
_____Bil.Teacher of Speech Impr.
_____Regional Pre-Schl. Admin.
_____SEEPO
_____Gen. Ed. Teacher
_____Supv. of Psychologists
_____Supv. of Speech Impr.
_____Translator language_____
_____Spec. Ed. 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 6-31, 2009 (20 days): _____ August 3-28 2009 (20 days): _____

_____ Fall 2009 (11/1/09-1/30/10) _____ Spring 2010 (2/2/10-6/3010)

WEEKDAYS
_____ Monday
_____ Tuesday
_____ Wednesday
_____ Thursday

WEEKENDS
_____ Saturday
_____ Sunday

HOLIDAYS (See ***Note** on Page 1 of ad.)
_____ Winter Recess
_____ February Recess
_____ Spring Recess

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: (to be inserted by DHR))

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 2007-2008.

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

Department of Education
Joel I. Klein, Chancellor

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.***