

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, N.Y. 11201

Post date: June 1, 2015

Deadline: June 26, 2015

PER SESSION VACANCY CIRCULAR # 655,

Fall 2015

Please Post

(Subject to Funding Availability)

POSITIONS: Case Manager (2 positions)

LOCATION: Office of Adult and Continuing Education Sites

ELIGIBILITY: NYCDOE Licensed and Appointed Teachers

SELECTION CRITERIA:

- Satisfactory ratings
- Experience or willingness to work with adult students
- Demonstrated ability to design and implement on-site support for students
- Demonstrated proficiency utilizing Microsoft programs
- Demonstrated success in working collaboratively with other professional staff
- Demonstrated ability to maintain and open communication with students
- Excellent oral and written communications and interpersonal skills
- Commitment to continuous Professional Development
- Highly organized
- Excellent Attendance and Punctuality for three years

DUTIES AND RESPONSIBILITIES

Case Manager will work with students to remove barriers to retention and educational advancement. Responsibilities will include:

- Conducting ongoing individual review of student progress and goals with students
- Assisting students with development of self-awareness and college & career exploration
- Providing individual and small group support/guidance
- Assisting students in identifying personal and career interests
- Collaborating with teachers on student learning
- Meeting with students to assess their needs and help them address existing and potential barriers
- Helping students select an appropriate schedule that meets their work and family commitments, (including distance learning).
- Connecting students to HSE services and OACE's extensive roster of job training programs
- Working with students to help them identify long-term goals and access services and benefits
- Conducting regularly scheduled follow-up on the outcomes of referrals and notify program of outcomes
- Scheduling presentations from college partners and arrange field trips to college fairs and college campuses
- Maintaining relationships with referral partners
- Collecting data on the "training and outcome indicators" as they are developed and implemented by NYSED
- Using city and state online tools, ACCESS NYC and NYS's MY Benefits, to increase student access to benefits and supports
- Providing daily coordination of partnership referrals by following the process prescribed by each partner to ensure a smooth transition process
- Scheduling and arranging parent education workshops. Topics will include educational support, how to read to your children, parent and child activities that support school learning, how to manage family issues, effective communication with your child, and positive discipline.
- Working closely with partner schools to prepare parents for school conferences, and providing information and guidance on middle and high school selection and application process, afterschool, English Language Learner (ELL) and alternative school programs, special education services and how to volunteer in public schools.
- Attend professional development and conferences as requested or required

Salary: As per the UFT collective bargaining agreement

Schedule: September 15, 2015 to June 25, 2016

Thirty hours and 50 minutes a week, including 2 evenings and/or Saturdays

Application: Send response form, attached OP-175 application, resume and cover letter to:

Nichola Hall
New York City Department of Education
Office of Adult and Continuing Education
475 Nostrand Avenue
Brooklyn, NY 11216

If you have any questions about this activity, please e-mail: OACESupport@schools.nyc.gov

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

OFFICE OF ADULT AND CONTINUING EDUCATION
475 NOSTRAND AVENUE – BROOKLYN, NY 11216

Phone: (718) 638-2635
Fax: (718) 623-2080

Rose-Marie Mills
Superintendent

RESPONSE FORM

Position Applying For: _____

Date: _____

Last Name: _____ First Name: _____

Home Address: _____ City/State: _____ Zip: _____

Home Telephone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

File Number: _____ Social Security #: _____

New York State Certification: _____

License(s) held: _____

If you are currently working for the DOE, what is your appointment status?

Licensed, Appointed: _____ Annualized, Non Appointed: _____ Per Session: _____

School : _____ Indicate Schedule and Content Area: _____

Have you been employed in the Adult and Continuing Education Program: _____

School: _____ Dates Worked: _____

Indicate Schedule and Content Area: _____

Signature: _____

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.***