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: September 29, 2008

Deadline: October 30, 2008

PS Vac Circ.#20, School Yr.'08-'09, Per Session Posting Early Childhood G&T Test Administrator

PS Vac Circ.#21, School Yr.'08-'09, Per Session Posting Early Childhood G&T Test Site Administrator

Application for Per Session Employment and Claim for Retention Rights for 2008-2009

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, 2008 and June 30, 2009 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 1st ***through*** June 30th.
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 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.
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. It 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 Date

OP175 W

Summary of Chancellor's Regulation C-175

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New York City Department of Education
Division of Human Resources
65 Court Street
Brooklyn, New York 11201

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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 Date

OP175 W

Office of ELA, Social Studies and Gifted/Talented & Enrichment
52 Chambers Street, Room 208
New York, New York 10007
+1 212 374-2464
+1 212 374-5901

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

Posted: **September 29, 2008**
Deadline: **October 30, 2008**

Per Session Vacancy Notice # 20, 2008-2009 Please Post.
(Contingent upon availability of funding)

Position: Per Session Posting Early Childhood G&T Test Administrator

Location: Various School Sites and/or Central/Borough Offices

Eligibility:

- Valid Early Childhood Teacher License (or)
- Valid Common Branch Teacher License (or)
- EC or CB licensed teacher with Gifted & Talented Extension Certificate

Selection Criteria (Preference will be given to applicants with):

- 3 Years experience effectively administering G & T assessments
- Ability to demonstrate and follow all the rules and regulations of the NYC Department of Education
- 3 years satisfactory ratings
- Maintain and utilize valid DOE email address for communication
- Demonstrated experience and knowledge of Early Childhood Education
- Demonstrated understanding of Gifted and Talented students
- Satisfactory record of attendance and punctuation
- Demonstrated ability to work well with groups of young students
- Demonstrated understanding of the emotional and cognitive needs of young students (Grades Pre-K to 2)
- Demonstrated group management skills
- Demonstrated organizational, articulate and attention to detail skills

Duties and Responsibilities:

- Must be responsible for the security, distribution and collection of all test materials
- Must adhere to policies and procedures relating to the exam and the school building
- Must properly maintain rooms used for testing
- Must organize materials and room for testing purposes
- **Must attend mandatory Professional Development training sessions in November or December 2008 (schedule TBD)**
- Must actively supervise students to and from exam site
- Must adhere to all policies and procedures related to exam
- Must actively supervise students and appropriately engage students during all aspects of testing
- Must be flexible as dates and times to be determined

Work Year/ Hours: Approximately 70 hours/approximately 250 positions
Weekends 8:30- 3:00 (Saturdays and Sundays) January & February 2009
Possible dates during February Winter Recess

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

Application Procedure: Send cover letter, resume and OP175 by **October 30, 2008** to:

Anna Commitante
Director, Gifted/Talented & Enrichment
NYC Department of Education
52 Chambers Street, Room 208
New York, New York 10007
Or via email to: giftedandtalented@schools.nyc.gov

Note: Incomplete/inaccurate applications will not be processed.

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

Office of ELA, Social Studies and Gifted/Talented & Enrichment +1 212 374-2464
52 Chambers Street, Room 208 +1 212 374-5901
New York, New York 10007

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

Posted: **September 29, 2008**
Deadline: **October 30, 2008**

Per Session Vacancy Notice # 21, 2008-2009 Please Post.
(Contingent upon availability of funding)

Position: Per Session Posting Early Childhood G&T Test Site Administrator

Location: Various School Sites in all boroughs

ELIGIBILITY:
- Must be FT NYC Licensed Supervisor
- Currently serving as Principal or Assistant Principal at Testing Site

SELECTION CRITERIA:
- 3 Years experience administering G & T assessments
- Ability to demonstrate and follow all the rules and regulations of the NYC Department of Education
- 3 years satisfactory ratings
- Demonstrated experience and knowledge of Early Childhood Education
- Demonstrated understanding of Gifted and Talented students
- Demonstrated ability to provide instructional and administrative leadership in an educational program focused on identifying and servicing children who require educational programs or service beyond those normally provided by the regular school
- Satisfactory record of attendance and punctuation
- Commitment to team and partner, where necessary, with another supervisor to ensure continuity of leadership across sites and sessions
- Demonstrated ability to work well with groups of young students
- Demonstrated understanding of the emotional and cognitive needs of young students (Grades Pre-K to 2)
- Demonstrated group management skills
- Ability to attend mandatory Professional Development for site supervisors
- Demonstrated organizational, articulate and attention to detail skills

Other criteria that NYC Department of Education may require in accordance with the CSA Collective Bargaining Agreement

GENERAL DUTIES & RESPONSIBILITIES:
- Provide overall supervision and coordination of the instructional and administrative components of the G & T test administration
- Ensure compliance with program guidelines
- Review all test documents for accuracy and completion prior to mailing for scoring
- Provide regular technical assistance and support to test proctors
- Conduct walk-throughs
- Coordinate data collection, alternative assessment, payroll forms, etc
- Maintain contact with G & T Department, OSEPO and Office of Accountability & Assessment
- Prepare and provide reports when required and meet program deadlines

WORK SCHEDULE: **Approximately 80 hours/Approximately 60 positions -** Weekends 8:30-4:00 (including Sunday) **January & February 2009**
Possible dates during February Winter Recess 2009

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

Application Procedure: Send cover letter, resume and OP175 by **October 30, 2008** to:

Anna Commitante, Director
Gifted /Talented & Enrichment
NYC Department of Education
52 Chambers Street, Room 208
New York, New York 10007
Or via email to: giftedandtalented@schools.nyc.gov

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

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APPROVED: *Monica A. McDonald*
Division of Human Resources