

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

Post Date: May 15, 2013  
Deadline: June 12, 2013

**PER SESSION VACANCY CIRCULAR # 521, 2013-2014 Please Post**  
**(Contingent Upon Funding)**

**POSITION:** GED Test Proctor- Paraprofessional (Approximately 15 positions)

**LOCATION:** Various sites throughout the five boroughs

**ELIGIBILITY REQUIREMENTS:** UFT Educational Paraprofessionals with a high school diploma or GED certificate

**SELECTION CRITERIA:**

- Minimum of a high school diploma or a high school equivalency diploma. He or she may hold a diploma issued outside of the United States, but must have excellent proficiency in the English language.
- Satisfactory performance
- Satisfactory record of attendance and punctuality

Preference may be given to:

1. Current DOE Staff previously responsible for proctoring GED test
2. Staff who have been approved by New York State Education Department to administer GED test

\* A proctor must always work under the supervision of a Chief Examiner or Alternate Chief Examiner.

\*\*Persons instructing potential candidates for the GED tests, particularly as teachers of Adult Basic Education (ABE), GED preparation, or other adult secondary education programs cannot serve as proctors.

**DUTIES/ RESPONSIBILITIES:**

- Assist in the testing of GED candidates
- Check each test battery to assure that all serial numbers are correct
- Monitor answer sheets to assure that identifying data is correct and consistent with the application
- Maintain test security in the assigned section
- Collect and check booklets and answer sheets prior to candidates' departure
- Observe candidates carefully to ensure that they are working on the right section of the test booklet or answer sheet
- Observe candidates carefully for collusion, cheating, and other improprieties or irregularities
- Distribute and collect test booklets, answer sheets and scratch paper
- Maintain the test log and/or seating chart
- Assist with accommodations as required by the Chief Examiner

**SALARY:** As per Collective Bargaining Agreement

**WORK SCHEDULE:** July 8, 2013 – August 15, 2013 9:30AM-2:30 PM or 3:30PM-8:30 PM or 12:30PM-5:30PM or 1:30PM-6:30PM  
or 2:30PM-7:30PM / 2 days or 3 days or 4 days per week (approx.120 hrs)

**APPLICATION INSTRUCTIONS:** Please complete the **attached RESPONSE FORM and OP175 and RESUME**

Mail or hand deliver (do not fax) with copy of **resume** to:

**Jontra Angrum**  
**Office of Adult and Continuing Education**  
**475 Nostrand Ave.**  
**Brooklyn, New York 11216**

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

NYC Department of Education  
Office of Adult and Continuing Education  
Summer 2013 RESPONSE FORM- GED Proctor- Paraprofessional

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ N/A \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: (Please print clearly- you will receive details and updates at this email address)

\_\_\_\_\_

File Number: \_\_\_\_\_ (If applicable)

Social Security #: \_\_\_\_\_

New York State Certification: \_\_\_\_\_

License(s) held: \_\_\_\_\_

Have you been employed in the **Adult and Continuing Education Program**: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, in which school? : \_\_\_\_\_ Last Date Worked: \_\_\_\_\_

Indicate Schedule and Content Area: \_\_\_\_\_

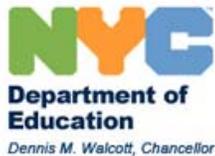
If you are currently working for the DOE, what is your appointment status? (Please check)

Licensed, Appointed: \_\_\_\_\_ Annualized, Non Appointed: \_\_\_\_\_ Per Session: \_\_\_\_\_

If yes, in which school? : \_\_\_\_\_

Indicate Schedule and Content Area: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**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.***