



**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: March 10, 2009

Deadline: April 6, 2009

**PS Vac Circ.# 119, UFT Paraprofessional (approx. 100 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)**

PS Vac Circ.# 120, Speech Teacher (approx. 50 positions) (This activity implements Chapter 683 of the State Education Department laws of 1986.)

**PS Vac Circ. # 121, School Secretary (approx. 50 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)**

**PS Vac Circ. # 122, Bilingual Teacher of Special Education (approx. 20 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)**

2008-09 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, 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 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

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.***

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Post Date: March 10, 2009

Deadline: April 6, 2009

PER SESSION VACANCY CIRCULAR # 119 SUMMER 2009-CHAPTER 683 PLEASE POST
(Contingent Upon Funding)

POSITION: UFT Paraprofessional (approx. 100 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Processed as a New York City Department of Education classroom Paraprofessional

SELECTION CRITERIA:

1. Permanently assigned in District 75.
2. Presently serving Special Education population in the New York City Department of Education claiming retention rights in Chapter 683.
3. Presently serving Special Education in the New York City Department of Education.
4. Presently serving General Education in the New York City Department of Education Public Schools.

Priority of assignment will be given to applicants who agree to serve in Queens, including the Peninsula, and Staten Island

DUTIES AND RESPONSIBILITIES:

1. To assist the teacher by working with small groups of students
2. To work with individual children for short periods of time to provide intensive remediation in basic skill areas
3. To assist with student mobility and toileting (where applicable)

HOURS: 8:10 a.m. to 2:40 p.m., unless other school schedules are approved by Superintendent's office.

WORK YEAR: Staff Orientation: July 1, 2009 and July 2, 2009
July 6, 2009 – August 14, 2009 (Summer Term)

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June) as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
 - a. Seventeen and one-half (17½) percent of the applicable gross annual salary rate or
 - b. the number of hours served during July and August multiplied by the applicable per session rate whichever is greater, to the employee's annual salary rate ascertained without consideration of said sum.
2. The pay rate of each such employee who does not serve the same student population during the regular work year (September through June) as is eligible to participate in the Program in July and August shall be the applicable per session pay rate.

SALARY: Commensurate with U.F.T. Collective Bargaining Agreement

APPLICATION: Submit application for employment by April 6, 2009 to:

DISTRICT 75
400 First Avenue - Room 80
New York, N.Y. 10010
Attention: Carol Silverstein

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

THE NEW YORK CITY DEPARTMENT OF EDUCATION
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65 COURT STREET
BROOKLYN, NEW YORK 11201

Post Date: March 10, 2009
Deadline: April 6, 2009

PER SESSION VACANCY CIRCULAR # 120 **SUMMER 2009-CHAPTER 683** **PLEASE POST**
(Contingent Upon Funding)

POSITION: Speech Teacher (approx. 50 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Licensed Department of Education Teacher of Speech Improvement

SELECTION CRITERIA:

Selection will be made from among qualified applicants in the order listed below. Where feasible, applicants will be assigned to the same types of populations that they currently serve. Employees who serve satisfactorily in the program during July and August for two successive years shall be retained for succeeding years if they apply to serve in the program during July and August provided that they continue to serve the eligible population during their regular work year. Retention rights of all other employees who serve satisfactorily in the program during July and August for two successive years shall be subordinate to the rights of those employees who serve the same eligible student population during the regular school year.

1. Regularly licensed and appointed New York City Department of Education Speech Improvement Teacher working in District 75.
2. Holder of Teacher of Speech Improvement, presently working in District 75.
3. Regularly licensed and appointed New York City Department of Education Speech Improvement Teacher, who has worked with the appropriate populations in the past and has demonstrated prior success with these populations.
4. Selection will be made from other qualified applicants.

DUTIES AND RESPONSIBILITIES:

- ! To implement specific IEP mandated goals.
- ! To provide for extended school year instructional program.
- ! To maintain necessary records and folders.
- ! To provide individual/group speech and language therapy as indicated on the IEP.
- ! To provide group language development through aural/oral arts.
- ! To participate in the prescriptive feeding program.

HOURS: 8:10 a.m. to 2:40 p.m., unless other school schedules are approved by Superintendent's office 8:10 to 2:40,

WORK YEAR: Staff Orientation: July 1, 2009 and July 2, 2009
July 6, 2009 – August 14, 2009 (Summer Term)

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
 - a. seventeen and one-half (17 1/2) percent of the applicable gross annual salary rate or
 - b. the number of hours served during July and August multiplied by the applicable per session rate whichever is greater, to the employee's annual salary rate ascertained without consideration of said sum.
2. The pay rate of each such employee who does not serve the same student population during the regular work year (September through June) as is eligible to participate in the Program in July and August shall be the applicable per session pay rate.

SALARY: Commensurate with Collective Bargaining Agreement or the most current contractual rate

APPLICATION: Send letter of application for employment and an (OP175) which is available in the schools and DHR Website by: April 6, 2009 to:

DISTRICT 75
400 First Avenue - Room 80
New York, N.Y. 10010
Attention: Carol Silverstein

APPLICATIONS MUST BE POSTMARKED 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/Offices/DHR/CareerOpportunities/> under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON THE APPLICATION.

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Danielle Pickens

THE NEW YORK CITY DEPARTMENT OF EDUCATION
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BROOKLYN, NEW YORK 11201

Post Date: March 10, 2009
Deadline: April 6, 2009

PER SESSION VACANCY CIRCULAR # 121 SUMMER 2009-CHAPTER 683 PLEASE POST
(Contingent Upon Funding)

POSITION: School Secretary (approx. 50 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Regular New York City Department of Education licensed School Secretary or Certificate to serve as Substitute School Secretary.

SELECTION CRITERIA:

1. Regularly licensed and appointed secretary currently serving in District 75, who has satisfactory experience in Chapter 683 program.
2. Holder of School Secretary Certificate to serve as Substitute assigned to District 75, who has satisfactory experience in Chapter 683 program.
3. Regularly licensed and appointed secretary in the Department of Education.
4. Holder of School Secretary Certificate to serve as Substitute in the Department of Education.

DUTIES AND RESPONSIBILITIES:

- To maintain pupil and personnel records.
- To submit payrolls and distribute paychecks.
- To type curricula, reports, correspondence, requisitions and purchase orders.
- To prepare materials related to general school administration.

HOURS: 8:10 a.m. to 2:40 p.m., unless other school schedules are approved by Superintendent's office 8:10 to 2:40,

WORK YEAR: Staff Orientation: July 1, 2009 and July 2, 2009
July 6, 2009 – August 14, 2009 (Summer Term)

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
 - a. Seventeen and one-half (17½) percent of the applicable gross annual salary rate or
 - b. the number of hours served during July and August multiplied by the applicable per session rate whichever is greater, to the employee's annual salary rate ascertained without consideration of said sum.
2. The pay rate of each such employee who does not serve the same student population during the regular work year (September through June) as is eligible to participate in the Program in July and August shall be the applicable per session pay rate.

SALARY: Commensurate with Collective Bargaining Agreement or the most current contractual rate

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Post Date: March 10, 2009
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PER SESSION VACANCY CIRCULAR # 122 SUMMER 2009-CHAPTER 683 PLEASE POST
(Contingent Upon Funding)

POSITION: Bilingual Teacher of Special Education (approx. 20 positions)
(This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Licensed Department of Education Teacher of Bilingual Special Education/ESL (Elementary or Secondary) or license to serve as a Bilingual/ESL

SELECTION CRITERIA:

Selection will be made from among qualified applicants in the order listed below. Where feasible, applicants will be assigned to the same types of populations that they currently serve. Employees who serve satisfactorily in the program during July and August for two successive years shall be retained for succeeding years if they apply to serve in the program during July and August provided that they continue to serve the eligible population during their regular work year. Retention rights of all other employees who serve satisfactorily in the program during July and August for two successive years shall be subordinate to the rights of those employees who serve the same eligible student population during the regular school year.

1. Regularly licensed and appointed New York City Teacher of Bilingual Special Education/ESL assigned to D.75 during the regular school year.
2. Holder of Bilingual/ESL license appointed to a school site in District 75.
3. Regularly licensed Bilingual Special Education/ESL class in the New York City Department of Education.
4. Holder of a Bilingual/ESL license in the Department of Education.
5. Satisfactory record of service and attendance.

DUTIES AND RESPONSIBILITIES:

- To implement specific IEP mandated goals.
- To provide for extended school year instructional program.
- To maintain necessary records and folders.
- To forward records to students= sites for September.

HOURS: 8:10 a.m. to 2:40 p.m., unless other school schedules are approved by Superintendent's office.

WORK YEAR: Staff Orientation: July 1, 2009 and July 2, 2009
July 6, 2009 – August 14, 2009 (Summer Term)

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
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SALARY: Commensurate with Collective Bargaining Agreement or the most current contractual rate

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