

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

Post date: March 29, 2011
Deadline: May 4, 2011

PER SESSION VACANCY CIRCULAR # 195, 2010 - 2011 Please Post

(Subject to Budget Availability)

POSITION:

Attendance Supervisor
(Up to 1 position)

LOCATION:

90 27 Sutphin Blvd
Jamaica, NY 11435

ELIGIBILITY REQUIREMENTS:

New York City Department of Education licensed and appointed supervisor

SELECTION CRITERIA:

Preference will be given to Attendance managers in active service from CFN 108

DUTIES/ RESPONSIBILITIES:

Per session employee will perform the following tasks:

- Supervise attendance teachers conducting outreach to the homes of students identified for follow-up
- Coordinate all documentation of outreach activities
- Ensure that linkages and follow-up with target schools are appropriately implemented
- Review Planning interviews, home visit logs and data entry
- Schedule and assign attendance teachers and home visitations
- Prepare reports as required

SALARY:

As per Collective Bargaining Agreement

WORK SCHEDULE:

Between 8:00A.M. and 1:00 P.M. on Saturdays and/or Sundays and
between 4:00 P.M. and 8:00 P.M. on Mondays ,
May 10, 2011 through June 14, 2011 - (*Maximum of 42 hours*)

APPLICATION INSTRUCTIONS:

Send (Email) cover letter, application form OP 175 (available in the schools and DHR Website) and resume by May 4, 2011.

to:

Jody Stoll (jstoll@schools.nyc.gov)
HR
CFN 108
90 27 Sutphin Blvd.
Jamaica NY 11435

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

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.***



REQUEST FOR WAIVER OF RESTRICTION ON PER SESSION EMPLOYMENT (OP-175W)

Directions: The appropriate Per Session Supervisor must sign and submit this form to request a waiver of the restrictions on per session employment, in accordance with Chancellor's Regulation C-175. Per Session employment may not exceed 500 hours (with a maximum of 270 hours in a school psychologist and/or school social worker (SP/SW) position) in a per session year unless prior approval is received from the Division of Human Resources. **Failure to obtain a valid waiver may result in the withholding of payment.**

Waiver is requested for: _____
(Last Name) (First Name) (MI)

Email Address: _____ File # _____

To be completed by the Per Session Activity Supervisor:

The applicant has been selected for the position of: _____

Budget Code _____ District _____ Quick Code _____ Line # _____ Job ID _____

Location of Per Session Activity: (School/Office) _____

Per Session Program Supervisor/ Supt.: _____ Phone: (_____) _____

Email Address: _____

Please enter the number of hours above the hour maximum that you are requesting this waiver for:

_____ number of hours over 500 limit **OR** _____ number of hours over 270 SP/ SW limit

Between what dates and how widely was the position advertised (School/ District or Borough/ Citywide)? (Attach copy of advertisement)

Number of applications received for this position: _____

Are there other applicants for whom a waiver would not be needed? _____

If so, indicate why these applicants were not selected:

Please explain why this is the only applicant that is qualified for the additional work in this activity:

Declaration of Per Session Supervisor: 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. Per Session employees have been notified that they are not permitted to exceed these hours unless prior written approval has been received from the appropriate ISC or Division of Human Resources.

Signature of Per Session Supervisor

Date

Submission Information: Submit this form and a copy of the employee's APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (Form OP-175) along with the advertisement announcing this position to appropriate office for review:

SCHOOL/ DISTRICT/ BOROUGH Positions: Your Integrated Service Center's HR Partner or Children First Network's HR Director. For SW/ SP positions, please submit to your ISC's Deputy Executive Director, Special Education or your CFN HR Director.

CENTRAL Positions: Division of Human Resources – 65 Court Street (Rm. 801), Brooklyn, NY 11201.

For Principal Per Session Activities Only - Principals must submit a per session waiver request to their Superintendent using the current WEB online per session request system in FAMIS.

FOR ISC OR HUMAN RESOURCES ACTION (BASED ON LOCATION OF PER SESSION ACTIVITY)

To Applicant/Program Supervisor: Your request for a waiver of the restriction noted above for per session year _____ has been

Approved _____

Disapproved _____

ISC or Division of Human Resources

Date