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

Post Date: May 7, 2015
Deadline: June 4, 2015

Per Session Vacancy Circular # 435, Post Peak Enrollment 2015 Please Post

(Subject to Funding Availability)

Position: **Enrollment Teacher - Per Session School Registration Staff**

Approximately 30 per session positions. Positions to commence mid-September for licensed and retired NYCDOE teachers to meet with students and parents to register/assign K-12 students into appropriate schools. **Exact number of days and hours to be determined.**

Parts of this activity will take place during normal school hours and these positions are not intended for full time staff.

Location: Positions available in all 5 boroughs. Exact locations to be determined and all location assignments may be subject to change.

Eligibility: Retired, appropriately licensed and tenured NYCDOE Teacher with a minimum of four (4) years of satisfactory experience in the NYC public school system

Selection Criteria:

- Satisfactory experience in and knowledge of NYCDOE schools
- **Post Peak Enrollment Session:** Ability to work at least 4 days per week for up to 7 hours per day, between the hours of 8 a.m. and 5 p.m. schedule to be determined.
- Ability to adhere to established enrollment/placement guidelines, policies and procedures.
- Ability to work with families effectively and efficiently in determining most appropriate school placement within the guidelines of established policies and procedures.
- Ability to assist families of students with disabilities with special education placements.
- Ability to assist families of English Language Learners with programs and services.
- Ability to interact with parents, school personnel, supervisors and colleagues in courteous and professional manner.
- Ability to work in a fast-paced, stressful environment both individually and in teams.
- Ability to communicate effectively in written and spoken English.
- Ability to communicate in languages other than English preferred.
- Basic computer skills and the ability to use a laptop to perform job functions required. All per session staff should be familiar with computer systems utilized and must be capable of using ATS, SEMS, CAPS, SESIS, Microsoft Outlook, Excel, and Word.
- Knowledge of Special Education Programs and Services.
- Knowledge of English Language Programs and Services.
- Knowledge of High School Admissions Process preferred.
- Knowledge of elementary and/or middle school enrollment, choice processes and zoning preferred.
- Knowledge of Pre-Kindergarten, Kindergarten, Gifted and Talented, Public School Choice, and district school choice processes preferred.

Duties and Responsibilities:

- Perform a variety of roles including greeting families, triaging the line into the center, inspecting required documents, performing intakes, counseling families regarding school

enrollment issues, and using various DOE online systems to perform enrollment functions as needed.

- Supports families by contacting interpretation services when needed.
- Meet with students and families to identify schools that meet the needs and interests of students.
- Interview students and families in order to review academic records and assessments.
- Review student documentation and determine school options.
- Complete appropriate documentation and maintain written and electronic records in a timely manner.
- Adhere to enrollment guidelines and policies (which include keeping all matters and information pertaining to OSE confidential).
- Use ATS, SEMS, , SESIS, Microsoft Outlook, Excel, and MS Word to perform job functions.
- Look up student information and register students in ATS.
- Look up student information in SESIS systems and review Individual Education Plans.
- Provide superior customer services to families in a timely and efficient manner.
- Support general operations of student registration centers as needed.

Work Schedule:

Ability to work at least 4 days per week from **mid-September** to an end date that is to be determined, on a flexible schedule, up to 7 hours per day, between the hours of 8 a.m. and 5 p.m. Staff may be asked to work more than 7 hours per day if required. Specific hours and schedules are not guaranteed. Schedule to be determined and will remain subject to change.

Salary:

- Per session salary as per Collective Bargaining Agreement according to most current contractual per session rate. You will be **paid for the position you are hired for**, NOT the last full-time position you held.
- Transportation and out-of-pocket expenses **will not be reimbursed.**

Application:

Please **apply online** by clicking on the following link:
https://www.nycenet.edu/offices/dhr/DPPHiring.
Paper applications **will not** be accepted.

If you have any questions, please e-mail registrationstaff@schools.nyc.gov

Selected Applicants will be given an OP-175 application to fill out prior to the commencement of the activity

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 Ianniello PHD*

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

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.***