

FINGERPRINTINGA \$115 fee will be collected through an automatic payroll deduction for applicants who are fingerprinted by the New York City Department of Education. Current pedagogical employees will have the fee deducted from the next payroll. Fee deductions for newly hired employees hired for full-time positions will go into effect as soon as they have been placed on the full-time pedagogical payroll.

N.B. Applicants who were fingerprinted by the New York City Department of Education on or after July 1, 1990 need not be fingerprinted again. Those fingerprinted prior to July 1, 1990 must be fingerprinted and pay the fingerprint fee.

SALARY

The basic salary range is \$31,899 to \$56,522 in sixteen salary steps. Once all parts of the examination process are successfully completed, an applicant is eligible for a license and appointment to a full-time position. Please note, upon appointment it is the applicant's responsibility to request the commencement package, salary applications and informational booklet from the hiring district.

The Department of Education provides Social Security coverage, in addition to a pension and other benefits for its regular employees.

ELIGIBILITY REQUIREMENTS FOR LICENSE AS LABORATORY SPECIALIST

OPTION ONE

1. PREPARATION REQUIRED FOR CONDITIONAL LICENSURE:

By **To Be Announced**, applicants must have completed a four-year program of college preparation, including the baccalaureate degree and have completed 18 semester hours of appropriate college study in the field of science, including laboratory courses. (See required distribution of science courses below for the day high school licenses.)

2. PREPARATION REQUIRED FOR FULL LICENSURE:

Within two years of **To Be Announced**, applicants must have completed six (6) semester hours of college study in professional education.

OPTION TWO

1. PREPARATION REQUIRED FOR CONDITIONAL LICENSURE:

By **To Be Announced**, applicants must have completed a three-year program of college preparation, including or supplemented by 18 semester hours of appropriate college study in the field of science, including laboratory courses. (See required distribution of science courses below for the day high school licenses.)

and

2. EXPERIENCE REQUIRED FOR CONDITIONAL LICENSURE:

By **To Be Announced**, applicants must have completed three years of paid, full-time, satisfactory experience as a Laboratory Technician or Laboratory Specialist in schools, or as a Laboratory Technician in hospitals, industrial plants or testing laboratories.

3. PREPARATION REQUIRED FOR FULL LICENSURE:

Within two years of **To Be Announced**, applicants must have completed six (6) semester hours of college study in professional education.

**REQUIRED DISTRIBUTION OF COURSES IN SCIENCE FOR
THE DAY HIGH SCHOOL LICENSES**

FOR BIOLOGY AND GENERAL SCIENCE

Biology	10 semester hours
Chemistry, Physics, and/or Earth Science	4 semester hours
Any of the above sciences	4 semester hours

FOR PHYSICAL SCIENCES AND GENERAL SCIENCE

Chemistry	10 semester hours
Physics, Biology, and/or Earth Science	4 semester hours
Any of the above sciences	4 semester hours

OR

Physics	10 semester hours
Chemistry, Biology, Earth Science	4 semester hours
Any of the above sciences	4 semester hours

OR

Earth Science	10 semester hours
Physics, Chemistry, and/or Biology	4 semester hours
Any of the above sciences	4 semester hours

Applicants in these examinations will not acquire tenure until all probationary and eligibility requirements have been completed within the time limits set. Upon failure of an applicant to meet all requirements, the license will terminate, unless the applicant is entitled to a time extension under C-205, Subdivision 18, of the Regulations of the Chancellor.

NOTE

1. A baccalaureate degree is a degree awarded upon the satisfactory completion of an approved and appropriate four-year curriculum. In general, an accredited B.A. or B.S. degree is implied. Unconditional matriculation at a recognized college or university for a master's degree or higher degree implies that the requirement of a baccalaureate degree has been satisfied.
2. The six (6) semester hours of collegiate study in professional education may include such courses as history of education, philosophy of education, educational psychology, adolescent growth and development, the psychology of learning. Applicants may apply College Level Examination Program (CLEP) credits earned in professional education subjects towards this requirement.
3. Applicants filing under OPTION TWO must submit a Type I Social Security Earnings Report for the three years of paid, full-time satisfactory experience as a Laboratory Technician in hospitals, industrial plants or testing laboratories, supplemented by letters from the employer on official letterhead and signed by an official, attesting to the dates of employment and the type of work performed. Application for a Type I Social Security Earnings Report should be made through the local Social Security office.

Applicants who have gained their experience in a foreign country must supply the documentation specified above except for the Type I Social Security Earnings Report.

4. Year of experience as a Laboratory Technician in hospitals, industrial plants, or testing laboratories means:
 - (a) A minimum of ten (10) months in a calendar year of full-time, satisfactory employment as a laboratory technician; or
 - (b) Two time blocks of five (5) consecutive months each of full-time, satisfactory employment as a laboratory technician.

(See other side)

NEW YORK STATE EXCELSIOR COLLEGE EXAMINATIONS, STATE EDUCATION DEPARTMENT

The New York State Education Department conducts periodic examinations in certain areas of education and in some college content courses. The State Education Department credits the passing of such examination toward meeting its relevant specific course requirements for a State teaching certificate. It does not credit the passing of such examination toward meeting its requirement of a baccalaureate degree, unless an approved college or university actually gives course credit for passing of the examination.

DHR accepts the passing of such examination to the same extent as the State Education Department and credits it as of the date of the taking of the examination. Verification of passage must be sent to DHR by the State Education Department at the request of the applicant.

Further information concerning available examinations and the dates of their administration may be obtained from Excelsior College at www.excelsior.edu.

SCOPE OF THE EXAMINATIONS FOR LICENSES AS LABORATORY SPECIALIST

The examinations consist of several parts and will cover any or all of the knowledge, skills and/or abilities that are required of a laboratory specialist, such as: skill in the safe handling of appropriate science equipment and materials; knowledge of appropriate science safety procedures for the handling, transporting, storing, and disposing of chemicals, materials and equipment; ability to organize and manage the laboratory preparation room, storage areas and laboratories for the effective functioning of the science program; skill in maintaining and repairing appropriate science equipment; knowledge of the use and care of safety equipment, e.g., eye wash, fire extinguisher, first aid kit; ability to use reference materials, safety manuals, handbooks, catalogues and other written material in developing and setting up demonstrations and laboratory exercises; knowledge of the function and use of science equipment; knowledge of appropriate science terminology; ability to apply the principles and methods of science to demonstrations and laboratory exercises in the teaching of the appropriate science; knowledge of content areas in biology, chemistry, earth science and physics as they relate to the job; ability to communicate in spoken and written English; and the ability to establish and maintain positive interpersonal relations with members of the school community. The parts of the examinations are as follows:

1. A Written Test (Short Answer) that will apply to the three licenses and will consist of multiple-choice questions based on science safety procedures and safety equipment; the function and proper use of science equipment; science terminology; the use of reference materials; and knowledge of biology, chemistry, earth science and physics as they relate to the job.

Note: Those who have previously received a rating of "Pass" on an applicable DHR administered Written Test (Short Answer) will not be required to take this test.

2. A Written Composition Test in English that apply to the three licenses and that will assess the applicant's understanding and application of the following: Sentence Structure, Grammar, Spelling, Diction, Capitalization and Punctuation.

The applicant will be assigned a test topic and will be required to write a composition of at least 250 words in standard American English within one hour and fifteen minutes.

Note 1: Those who have previously received a rating of "Satisfactory" in written English will not be required to take the Written Composition Test in English.

Note 2: Those who possess a baccalaureate degree or an associate degree from an American university or college will not be required to take the Written Composition Test in English.

3. A Performance Test (specific to each license applied for) wherein the applicant will be required to demonstrate hands-on competence, in accordance with approved professional standards and safety procedures, in the performance of laboratory tasks and in the repair of science equipment in the science areas corresponding to the specific license.

Note 1: Those who have previously received a rating of "Pass" in the laboratory performance test corresponding to the license applied for will not be required to take this test.

4. An Interview Test that will apply to the three licenses and that will assess an applicant's ability in any or all of the following areas: ability to organize and manage the laboratory preparation room, laboratories and storage areas; ability to communicate effectively in spoken English; and ability to establish and maintain positive interpersonal relations with members of the school community.
5. An Appraisal of Record that will consider evidence of good character and citizenship, satisfactory performance in pedagogical and other employment and the ability to interact satisfactorily with students, supervisors, colleagues, parents and others.

APPLICANTS WITH DISABLING CONDITIONS WHO REQUIRE SPECIAL ACCOMMODATIONS FOR ANY TEST MUST REQUEST SUCH ACCOMMODATIONS BY WRITING TO THE ADMINISTRATOR OF TESTING, DHR, BY THE CLOSING DATE SET FORTH IN THE EXAMINATION ANNOUNCEMENT.

AN APPLICANT MAY, UPON SUBMISSION OF A LETTER WITH APPROPRIATE DOCUMENTATION, REQUEST DHR TO RESCHEDULE ANY TEST, EXCEPT THE WRITTEN TEST (SHORT-ANSWER), IN THE EXAMINATION. ONLY WRITTEN REQUESTS WILL BE CONSIDERED. THE ISSUANCE OF LICENSES TO RESCHEDULED APPLICANTS, WHO SUCCESSFULLY COMPLETE ALL PARTS OF THE EXAMINATION, WILL LIKELY OCCUR LATER THAN TO SUCCESSFUL APPLICANTS WHO TOOK THE TEST ON THE ORIGINAL DATE.

EXAMINATION RATINGS REQUIRED TO OBTAIN LICENSES AS LABORATORY SPECIALIST

The rating required in each part of the examinations is as follows:

<u>Part of the Examination</u>	<u>Rating</u>
Written Test (Short-Answer)	Pass
Written Composition Test in English	Satisfactory
Performance Test	Pass
Interview Test	Pass
Appraisal of Record	Satisfactory

RETAIN THIS ANNOUNCEMENT FOR YOUR RECORDS.