

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

Post Date: March 10, 2015

Deadline: April 6, 2015

PER SESSION VACANCY CIRCULAR # 289,

2015

PLEASE POST

(CONTINGENT UPON FUNDING)

POSITION:

Attendance Teacher

(Up to 18 positions)

An estimated three Attendance Teachers will be selected for each borough with additional teachers assigned based on need.

LOCATION:

Various throughout the five boroughs

ELIGIBILITY:

New York City Department of Education licensed and appointed Attendance Teacher
Current active employment as an Attendance Teacher with satisfactory ratings for the past two years.

SELECTION CRITERIA:

Preference will be given to applicants who have:

- Proven record of documented outreach through ILOG system
- Demonstrated ability to effectively and appropriately interface in an in-depth manner with
 - Absentee students and their parents
 - Ability to work with parents and chronically absent students
 - Satisfactory experience in conducting outreach visits to homes
- Demonstrated knowledge, skills and abilities working with ATS, ILOG and planning interviews
- Demonstrated ability to generate and use data to improve attendance in schools
- Demonstrated ability to reduce chronic absenteeism in schools
- Demonstrated ability to create attendance and intervention plans for chronically absent students
- Demonstrated ability to transition chronically absent students to successful academic programs that meet their educational needs
- Demonstrated ability to retain document based portfolios regarding outreach efforts for individual schools and students

DUTIES/ RESPONSIBILITIES:

Per session employees will perform, under the direction of the supervisor, outreach activities for various categories of absentee students. Responsibilities will include the following:

- Conduct telephone outreach to homes of absent students
- Make home visits as assigned in the 5 boroughs (citywide scope)
- Document all outreach as assigned, complete all program paperwork as directed including ATS entries and ILOG
- Work collaboratively with school staff in identifying and addressing the needs of chronically absent students.
- Work collaboratively with central staff in identifying and addressing the needs of chronically absent students

SALARY:

As per Collective Bargaining Agreement

WORK SCHEDULE:

Weekends and evenings typically between 9:00 A.M – 2:00 P.M. on Saturdays and Sundays and between 5:00 P.M. and 8:00 P.M. on Mondays through Fridays, from April 7, 2015 through the remainder of the school year - Maximum of 75 hours per position. The duration of all positions is subject to budget availability.

Site location assignments are at the discretion of the program supervisors.

APPLICATION INSTRUCTIONS:

Send cover letter, OP-175 application form (available in the schools and DHR Website) and resume by **April 6, 2015** to:

Gerry Menegatos
Office of Safety and Youth Development
Senior Attendance Supervisor
52 Chambers Street – Room 218
New York, NY 10007

If you have any questions about this activity please e-mail GMenega@schools.nyc.gov

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 in writing (Form OP-175W) and receive written 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.** Depending on the location of the activity, requests for waivers and supporting documentation (see Form OP-175W) should be sent to the following: **SCHOOL/ DISTRICT/ BOROUGH Positions:** Your Integrated Service Center's HR Partner or Children First Network's 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.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Peter Janniello PHD

2014-15 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, 2014 and June 30, 2015, 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 – 2014-2015

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.***