



**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: May 29 2009

Deadline: June 25, 2009

PS Vac Circ. #229 8th Grade Academic Youth Development Mathematics Teacher

PS Vac Circ. # 230 8th Grade Academic Youth Development Mathematics Coach

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

Posted Date: May 29, 2009

Deadline: June 25, 2009

Per Session Vacancy Notice No. 229 **2009-2010** **PLEASE POST.**
(Subject to funding availability)

POSITION: 8th Grade Academic Youth Development Mathematics Teacher

LOCATION: Selected schools throughout the five boroughs

ELIGIBILITY: Possession of a New York City License and/or New York State Certification as a TEACHER of Mathematics or Bilingual Mathematics - 8th grade mathematics teacher preferred. Applicants must be employed as an Appointed Teacher of Mathematics in a middle school that is part of the *Middle School 51 Initiative*

SELECTION CRITERIA:

- Satisfactory teaching experience at Middle School or JHS level in Mathematics from September 1, 2007 through June 30, 2009
- Satisfactory record of attendance and punctuality
- Previous experience as an 8th grade mathematics teacher in the school
- Demonstrated knowledge and successful practice of the Balanced Mathematics approaches, including varied teaching strategies, small group instruction, and interdisciplinary instruction
- Demonstrated ability to work as part of a team.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Knowledge and demonstrated understanding of standards-based teaching, learning, and assessment as presented in the New York State Mathematics Standards
- Scheduled to teach 8th grade students during the 2009-2010 school year in a middle school that has been accepted into the AYD/Agile Mind program for the 2009-2010 school year.
- Final decision will be based on eligible applicants from schools which are accepted into the AYD/Agile Mind Program.

DUTIES AND RESPONSIBILITIES:

Implement and assume responsibility for all instructional activities dealing with Academic Youth Development (AYD) and Agile Mind
Provide small group instruction to meet individual student needs; implement instructional strategies designed to reinforce Academic Youth Development
Provide continuing support for participating 8th grade students during the course of the academic school year.
Maintain student attendance and progress reports and use ongoing assessment to plan instruction
Prepare statistical, attendance and assessment reports as required within the program timelines.
Meet with Agile Mind support staff
Participate in all professional development sessions related to the program
Other duties and responsibilities that the individual school may require in accordance with the UFT Collective Bargaining Agreement

WORK SCHEDULE: **Instructional Days:** 14 day-program. Refer to the local school posting for dates and times of summer program.

SALARY: Per session rate as per UFT Collective Bargaining Agreement

APPLICATION: Application Form OP175 (available in schools), copy of DOE license and resume must be received on or before **June 25, 2009**.

Send to: **Office of Curriculum, Instruction, and Professional Development**
52 Chambers Street, Room 208
Attention: Elaine Carman

INCLUDE THE ABOVE PER SESSION VACANCY CIRCULAR NUMBER IN YOUR LETTER OF APPLICATION.

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
Division of Human Resources

2009-10 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, 2009 and June 30, 2010, 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.***