



**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street – Brooklyn, New York 11201**



**Per Session Vacancy Circulars
Teacher, Supervisor, Clinical**

OP175 Form 2007-2008 (required for all Per Session Vacancy Applications for activities occurring 7/01/07 – 6/30/08)

Post Date: November 9, 2007

Deadline: December 11, 2007

PS Vac Circ #48, School Yr. '07-'08, NYS MSP Title Iib(ESPDP) Dist. 8, 11, 12 - TN

PS Vac Circ #49, School Yr. '07-'08, Early Childhood, Gifted & Talented - TR

PS Vac Circ #50, School Yr. '07-'08, Early Childhood, Gifted & Talented - PR, SU

PS Vac Circ #51, School Yr. '07-'08, NYS MSP Title Iib(STEM) Dist. 9, 10 - TN

Application for Per Session Employment and Claim for Retention Rights for 2007-2008

Directions: Please read the second page of this form before completing it. This form must be completed prior to commencement of employment by a person applying for work in a per session activity. A copy of this form must be retained by the per session program supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. No person may be employed or paid for a second per session activity or for more than 400 hours (or 270 for appropriate School/CSE Staff Assessment activities) in one or a combination of per session activities without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name _____ First _____ MI _____

Home Address _____ Zip _____

Home Phone (____) _____ File # _____ Social Security # _____

I. 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 _____

II. Under Collective Bargaining Agreements, you may claim retention rights in only one activity. (Please refer to #14 on the reverse side of this form.)

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 # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

III. Between July 1, 2007 and June 30, 2008 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 # 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 # of Hours in Activity _____

Work Hours Monday-Friday _____ to _____ Saturday- Sunday _____ to _____

IV. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400? (or 270 for appropriate School/CSE Assessment Staff activities) ___ Yes ___ No

V. Declaration: I have read and understand the requirements cited in Chancellor's Regulation C-175. I have also read the second page of this application which contains pertinent provisions from Chancellor's Regulation C-175. I agree to be bound by those provisions. I affirm that the information given 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 employment, loss of pay, recoupment of compensation already paid or disciplinary action.

Signature

Date

VI. 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, and the Standard Operating Procedures Manual. (A copy of the advertisement is attached.)

Signature of Per Session Program Supervisor

Date

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review in your principal's office, Regional Operations Center (ROC), on the DHR Website and at the Division of Human Resources, Per Session Monitoring Unit, 65 Court Street-Room 815, Brooklyn, New York 11201. 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 applying for a second per session activity must obtain an approved waiver prior to commencing service in the second activity (OP175 W)
3. If an individual has claimed retention rights in a per session activity, s/he must submit a waiver for any other per session activity regardless of whether or not the activity begins prior to the activity in which the individual claims retention rights. (Example: A teacher claims retention rights in Activity X which begins each year in October. S/he applies to work in a per session activity during July and August. S/he must submit a waiver for this summer per session activity.)
4. 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.
5. Individuals who have been granted a per session waiver for a second position are required to submit an additional 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 by employees is announced in periodic Personnel Memoranda from the Division of Human Resources.
6. No individual is authorized to work in a per session activity during a normal school workday.
7. 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.
8. 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.
9. No per session compensation may be paid for work performed at home.
10. 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.
11. 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.
12. 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.
13. **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.**
14. 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 the Per Session Monitoring Unit time for review and appropriate action. **All requests for waivers will be reviewed and acted upon within 10 school days from the date of their submission. Per session compensation will be withheld for any individual who has not received prior written approval from the Division of Human Resources for a second per session activity or whose service exceeds the prescribed number of hours indicated in Chancellor's Regulations.**

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

Request for Waiver of Restriction on Per Session Employment

Directions: The appropriate Superintendent, Executive Director or designee or Personnel Manager signs and submits this form to request a waiver of any of the restrictions on per session employment in accordance with Chancellor's Regulation C-175. Per session employment may not exceed any restriction unless prior approval is received from the Division of Human Resources. Please refer to the regulation and appropriate Collective Bargaining Agreement for direction in advertising and selecting personnel for available per session positions.

Waiver is requested for Last Name _____ First _____ MI _____

Social Security # _____ File # _____

The applicant has been selected for the position of: _____

Budget Code _____ ISC _____ District _____ Quick Code _____ Line # _____

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

Address _____ Zip _____

Per Session Program Supervisor: _____ Phone (____) _____

Check the restriction(s) for which the waiver is being requested:

____ multipleactivities (M/A) ____ number of hours over 400 limit (HRS) ____ number of hours over 270 limit

Between what dates and how widely was the position advertised? (Attach copy of advertisement.) _____

Number of applications received for this position? _____

Is there another applicant for whom a waiver would not be needed? ____ If so, indicate why this applicant was not selected. _____

Declaration: 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.

Signature of Superintendent, Executive Director or Designee, Personnel Manager

Date

Declaration: I request a waiver to permit me to work in excess of the restriction noted above governing per session employment. I understand that I am not permitted to exceed the restriction unless prior approval has been received from the Division of Human Resources.

Signature of Applicant

Date

Note: Attach this form to copies of the employee's APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (Form OP 175) and the advertisement announcing this position, and forward to: Division of Human Resources – Per Session Monitoring Unit, 65 Court St. (Rm. 815), Brooklyn, NY 11201

For Division of Human Resources Action

To Program Supervisor: Your request for a waiver of the restriction noted above for per session year ____ has been
Approved ____ Disapproved ____

Division of Human Resources
OP175 W

Date



THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, New York 11201



Posted Date: November 9, 2007
Deadline: December 11, 2007

PER SESSION VACANCY CIRCULAR # 48, 2007- 2008

Please Post.

(Subject To Funding Availability)

The GLOBE/Environmental Sciences Professional Development Program for Districts 8, 11, and 12

The GLOBE/Environmental Sciences Professional Development Program (ESPDP), a professional development program for Science teachers, is designed to develop and enhance the instructional needs and pedagogical skills of our K-8 teachers over a three year period. Two hundred (200) teachers, supervisors, mentors, and Teacher Center specialists in 84 participating schools within Community Districts #8, #11, and #12 will each be provided with 60 hours from December 2007- June 2008 for part 1 of professional development. The ESPDP will provide high quality instruction in environmental sciences that will include training in GLOBE protocols and address science research skill development, science content enhancement, and science pedagogy skill development. The participants will be engaged in intensive interactive professional development that will support Standards-based current practices and incorporate technology and inquiry into the classroom learning process.

POSITION: ESPDP Teacher Trainee, K-8
(Approximately 200 positions)

LOCATION: Queens College, Bronx Zoo, NY Botanical Gardens, Bronx natural environments, and various Bronx public schools

ELIGIBILITY: NYC licensed teachers (general education and special education): K-8 classroom teachers, common branch science cluster teachers, science teachers, mentors, teacher center specialists, and supervisors in the 84 participating K-8 schools (PS/IS/JHS) in Districts 8, 11, and 12, who are teaching science or health.

SELECTION CRITERIA:

- Familiarity with NYC Scope and Sequence, NYS Science Learning Standards, current educational trends, and technological integration in the classroom.
- Interest in developing good pedagogical skills and a sound content base as evidenced by nomination/recommendation by the school principal
- GLOBE certification training not yet completed

DUTIES AND RESPONSIBILITIES:

- Participate in scheduled after-school, summer, and weekend professional development activities, including field trips and laboratory explorations. Participate in school site based study groups.
- Disseminate program materials and improve content knowledge and pedagogical skills among school colleagues.
- Cooperate with evaluators in responding to surveys, participating in focus groups, and conferring with visitors.

SALARY: As per Collective Bargaining Agreement (Training Rate -\$18.21 per hour) or most current contractual rate

WORK SCHEDULE: **December 12, 2007 thru June 2008**
60 hours of professional development held at various times throughout the year, including full day workshops, study groups on weekdays, weekends, holidays, and after school.

APPLICATION: Submit letter of application, resume, copy of NYC Department of Education license and OP-175 form (available in schools and on DHR Website), by close of business, **Tuesday, December 11, 2007** and Send to:

Nadya Awadallah/John Caruso
Districts 8, 11 and 12 Title IIB MSP Grant Program
1 Fordham Plaza – 7th Floor, Desk 173
Bronx, New York 10458
JCaruso@schools.nyc.gov

Phone: (718) 741 – 5565 Fax: (718) 741 – 7954

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/Offices/DHR/CareerOpportunities/> under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: **Laura Smith**
Division of Human Resources

***GLOBE/Environmental Science
Professional Development Program
Application/Information Form for part 1***

Districts 8, 11, and 12

I. PERSONAL INFORMATION

Last Name _____ First Name _____

School Name/Number _____ District Number _____

Principal's Name _____

Home Phone _____ Cell Phone _____

Your E-mail* Address _____

*Please **print** your e-mail address **carefully**. We will use it to send you all workshop information.

II. BACKGROUND:

Role in School _____ (example: classroom teacher, special education teacher, ESL teacher, Title I teacher, science cluster teacher, administrator, etc.)

Grade Level _____ Grade level(s) taught, if applicable (example: K, 3-5, 7, 9-10, etc.). If not applicable, enter NA.

Primary Subjects _____ The primary subject or subjects taught, if applicable (example: math, science). If an elementary teacher teaching all subjects, enter ALL. If not applicable, enter NA.

Teaching License _____ Years of Teaching Experience _____

Graduate Education: _____

(Graduate degree: year received or will be receiving, major, # graduate credits earned, etc.)

III. PROFESSIONAL DEVELOPMENT

(Indicate **prior** professional development activities for the past 3 years, especially any GLOBE related activities.)

IV. By enrolling in this program, I expect to participate in 60 hours of paid professional development each year for the next 3 years.

Return **completed** application by: **December 11, 2007**

To: Nadya Awadallah/John Caruso
Title IIB MSP Grant Program
1 Fordham Plaza – Seventh Floor, Desk 173
Bronx, N.Y. 10458
1-718 741-5565

By: Email: jcaruso@schools.nyc.gov
or
Fax: 1-718-741-7954



THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, New York 11201



Posted Date: November 9, 2007
Deadline: December 11, 2007

PER SESSION VACANCY CIRCULAR # 50, 2007- 2008

Please Post.

(Subject To Funding Availability)

POSITION: Early Childhood Gifted & Talented Test Site Supervisor
(Approximately 15 positions)

LOCATION: Various School Sites and/or Central/Borough Offices

ELIGIBILITY:

- Possession of a Regular New York State School Administrators and Supervisors Certificate and NYC Supervisory License
- Currently serving as Principal or Assistant Principal at test site

**SELECTION
CRITERIA:**

Preference will be given to applicants with the following:

- 3 Years experience administering G & T assessments
- Ability to demonstrate and follow all the rules and regulations of the NYC Department of Education
- 3 years satisfactory ratings
- Demonstrated experience and knowledge of Early Childhood Education
- Demonstrated understanding of Gifted and Talented students
- Demonstrated ability to provide instructional and administrative leadership in an educational program focused on identifying and servicing children who require educational programs or service beyond those normally provided by the regular school
- Satisfactory record of attendance and punctuation
- Commitment to team and partner, where necessary, with another supervisor to ensure continuity of leadership across sites and sessions
- Demonstrated ability to work well with groups of young students
- Demonstrated understanding of the emotional and cognitive needs of young students (Grades Pre-K to 2)
- Demonstrated group management skills
- Demonstrated organizational, articulate and attention to detail skills

DUTIES AND

RESPONSIBILITIES: Under the direct supervision of the Site Supervisor, the proctor

- Provide overall supervision and coordination of the instructional and administrative components of the G & T test administration.
- Ensure compliance with program guidelines.
- Provide regular technical assistance and support to test proctors.
- Conduct walk-throughs.
- Coordinate data collection, alternative assessment, payroll forms, etc.
- Maintain contact with G & T Department, OSEPO and Office of Accountability & Assessment
- Prepare and provide reports when required and meet program deadlines.

SALARY: As per Collective Bargaining Agreement (\$41.27 per hour) or most current contractual rate

WORK SCHEDULE: December 12, 2007 thru February 2008, Flexible; after-school and weekends (including Sundays)
Dates and times TBD (Approximately 70 hours per position)

APPLICATION: Submit letter of application, resume, copy of NYC Department of Education license and OP-175 form (available in schools and on DHR Website), by close of business, **Tuesday, December 11, 2007** and Send to:

**Anna Commitante, Director
Gifted/Talented & Enrichment
52 Chambers Street – Rm. 208
New York, New York 10007
NRosen2@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/Offices/DHR/CareerOpportunities/> under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

**PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME, APPLICATION AND
*BOROUGH OF PREFERENCE***

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session year (July 1, 2007 – June 30, 2008) requires the prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager or other appropriate head of a Central Headquarters or ISC office must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. Requests should be sent from the appropriate Central Headquarters or ISC office to the Division of Human Resources – Per Session Monitoring Unit at 65 Court Street, Brooklyn, New York 11201, Room 815. For details please refer to Chancellor's Regulation C-175, dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Laura Smith
Division of Human Resources



THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, New York 11201



Posted Date: November 9, 2007
Deadline: December 11, 2007

PER SESSION VACANCY CIRCULAR # 51, 2007- 2008

Please Post.

(Subject To Funding Availability)

The DIGITAL IMMIGRATION PROJECT-PHASE II FOR DISTRICTS 9 and 10

PART I

*The Digital Immigration Project-Phase II is a professional development program for K-12 teachers to be implemented over a **three year period**. Two hundred (200) teachers, supervisors, and Lead Teacher specialists in 25 participating schools within Community Districts #9 and #10 will each be provided no fewer than 30 hours from December 2007-June 2008 for part I of professional development. Participants will be paid at the training rate and receive instruction in science, technology, mathematics and engineering (STEM) that will include training in STEM protocols while addressing research skill development, content enhancement, and instructional skill improvement in the areas of science, technology, mathematics and engineering combined.*

POSITION: Teacher Trainee, K-12
(Approximately 200 positions)

LOCATION: Various school sites in District 9 and 10 and/or The Bronx UFT Teacher Center

ELIGIBILITY: New York City Department of Education licensed teacher currently teaching in grades K-12

SELECTION CRITERIA:

- Familiarity with NYC Scope and Sequence, NYS Science, Mathematics and Technology Learning Standards
- Familiarity with current education trends and its technological integration in the classroom
- Interest in developing good pedagogical skill and a sound content base as evidenced by nomination/recommendation by the school principal

DUTIES AND RESPONSIBILITIES:

- Participate in scheduled professional development activities, including school site based study groups
- Disseminate program materials and improve content knowledge and pedagogical skills among school colleagues.
- Cooperate with evaluators in responding to surveys, participating in focus groups, and conferring with visitors.

SALARY: As per Collective Bargaining Agreement (Training Rate -\$18.21 per hour) or most current contractual rate

WORK SCHEDULE: **December 12, 2007 thru June 2008**
30 hours of professional development held at various times throughout the year, including full day workshops, study groups on weekdays, weekends, holidays, and after school.

APPLICATION: Submit letter of application, resume, copy of NYC Department of Education license and OP-175 form (available in schools and on DHR Website), by close of business, **Tuesday, December 11, 2007** and Send to:

Rosemary Nieves, District 9 & 10 MSP Grant Program Coordinator
1 Fordham Plaza – 7th Floor
Bronx, New York 10458
RNieves2@schools.nyc.gov
Phone: (718) 741 – 5476 Fax: (718) 741 – 7978

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/Offices/DHR/CareerOpportunities/> under "Per Session Vacancy Circulars (Teacher, Supervisor, Clinical)"

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Laura Smith*
Division of Human Resources

***Digital Immigration Project – Phase II
Professional Development Program
Application/Information Form for part 1***

Districts 9 and 10

I. PERSONAL INFORMATION

Last Name _____ First Name _____

School Name/Number _____ District Number _____

Principal's Name _____

Home Phone _____ Cell Phone _____

Your DOE E-mail* Address _____

*Please **print** your e-mail address **carefully**. We will use it to send you all workshop information.

II. BACKGROUND:

Role in School _____ (example: classroom teacher, special education teacher, ESL teacher, Title I teacher, science cluster teacher, administrator, etc.)

Grade Level _____ Grade level(s) taught, if applicable (example: K, 3-5, 7, 9-12, etc.). If not applicable, enter NA.

Primary Subjects _____ The primary subject or subjects taught, if applicable (example: math, science). If an elementary teacher teaching all subjects, enter ALL. If not applicable, enter NA.

Teaching License _____ Years of Teaching Experience _____

Graduate Education: _____

(Graduate degree: year received or will be receiving, major, # graduate credits earned, etc.)

III. PROFESSIONAL DEVELOPMENT

(Indicate **prior** professional development activities for the past 3 years, especially)

IV. By enrolling in this program, I expect to participate in 30 hours of paid professional development, this first year and 60 hours each year for the next 2 years.

Return **completed** application by: **December 11, 2007**

To: Rosemary Nieves
Title IIB MSP Grant Program
1 Fordham Plaza – Seventh Floor, Desk 101
Bronx, N.Y. 10458
1-718 741-5476

By: Email: RNieves2@schools.nyc.gov or
Fax: 1-718-741-7978