

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

Post Date: November 15, 2013  
Deadline: December 16, 2013

**PER SESSION VACANCY CIRCULAR # 155, 2013-2014**

**Please Post**

(Subject to Funding Availability)

**POSITION:** School Secretary for District 21 Middle School Magnet Talent Testing

**LOCATION:** Mark Twain Intermediate School I.S. 239

**ELIGIBILITY:** Currently serving as a regularly licensed and appointed New York City Department of Education School Secretary

**SELECTION** Preference will be given to all applicants with knowledge of Middle School Talent Testing procedures

- Impeccable record keeping and timeliness skills
- Ability to work with supervisors, teachers, students and parents
- Knowledge of EIS and payroll including per session payroll
- Familiarity with Department of Education payroll regulations
- Familiarity with talent test reproduction, duplication, and compilation of Magnet Talent Tests
- Demonstrated background and knowledge of the Middle School Talent Testing procedures
- Knowledge of computer applications that include Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook)

**DUTIES AND RESPONSIBILITIES:** Under the direct supervision of the Site Supervisor

- Facilitate all payroll, payroll records and information
- Provide staff with appropriate forms
- Answer telephones, take relays, type correspondence and all talent testing materials as needed

**SALARY:** As per Collective Bargaining Agreement or most current contractual per session rate. Applicants must be available for **all testing dates** from 8:00AM to 5:00 PM

**TESTING DATES:** Proposed dates to be selected from the following:  
(At least 6 dates will be used)

- Saturday, January 11, 2014      - Sunday, January 12, 2014
- Saturday, January 25, 2014      - Sunday, January 26, 2014
- Saturday, February 1, 2014      - Sunday, February 2, 2014
- Saturday, February 8, 2014      - Sunday, February 9, 2014

**APPLICATION:** Submit application (attached), copy of NYC Department of Education license and OP 175 form (available in schools and on DHR Website), by close of business **December 16, 2013**. Send to:

Tamara Richman, Secretary  
Mark Twain Intermediate School, I.S. 239  
2401 Neptune Avenue  
Brooklyn, NY 11224

OR Via E-mail to:

[trichma@schools.nyc.gov](mailto:trichma@schools.nyc.gov) (Subject: District 21 Middle School Magnet Talent Testing)

If you have any questions about this activity, please e-mail [trichma@schools.nyc.gov](mailto:trichma@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 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 P.H.D*

**PER SESSION ACTIVITY  
EXAMINERS FOR MIDDLE SCHOOL MAGNET TALENT TESTING**

DATE: \_\_\_\_\_

In order to properly process your request, you must submit the following information concerning your qualifications, experience, current and prior service in per session activities of the Department of Education. All applicants must fill out the section pertaining to other current (Sept.-June) school year per session service. All applications are to be filled out in accordance with the revision of Special Circular No. 5, dated June 19, 1978.

Application for Position in District 21

Name: Mr./Ms./Mrs. \_\_\_\_\_  
Last
First
Middle Initial

Home Address: \_\_\_\_\_  
Number & Street
Borough
Zip Code

Home Telephone: \_\_\_\_\_ Social Security No. \_\_\_\_\_

Assigned at Present to:  
School
Borough
District
Phone

License under which you are presently serving: \_\_\_\_\_

Date Issued: \_\_\_\_\_ File Number: \_\_\_\_\_

List your day school experience in chronological order beginning with your current position:  
School
Borough
From
To
Grade or Subject Taught
Phone

List Per Session Experience:  
Year
Program
School
District
Position

I would like one of the following positions:

- Art       Athletic Program       Creative Writing (Marking)
- Dance       Drama       Keyboard       Creative Writing (Proctor)
- Science       Media       Strings       Winds
- Vocal       Mathematics

(\* ) This Section Must be Completed  
 Other Current School Year (Sept 1<sup>st</sup> to Aug 31<sup>st</sup>) per session you will be employed in (including State and Federally funded programs); if none, so indicate.

Year
Program
Title of Position
From
To
School

List teaching skills in special areas applicable to our program: (use reverse side if needed)

\_\_\_\_\_  
Name(Please print)
Signature
Date

**2013-14 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, 2013 and June 30, 2014, 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 1<sup>st</sup> **through** June 30<sup>th</sup>.
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 1<sup>st</sup> 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.***