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 13 2009

Deadline: June 10, 2009

PS Vac Circ. #195 Guidance Counselor (17 positions)

PS Vac Circ. # 196 Teacher Trainer (10 – 20 positions) Contingent upon actual enrollment of Bureau of Non Public Schools staff in this initiative

PS Vac Circ # 197 Teacher (74 positions)

PS Vac Circ # 198 Social Worker (4 positions)

PS Vac Circ # 199 School Psychologist (6 positions)

PS Vac Circ # 200 Data SpecialistTeacher (1 position)

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, N.Y. 11201

Post Date: May 13, 2010
Deadline: June 10, 2009

PER SESSION VACANCY CIRCULAR # 195 Summer 2009 please post

Positions: Guidance Counselor (17 positions) contingent upon funding

Program Name: Title I Teaching in the 21st Century Initiative

Location: Close proximity to 65 Court Street, Brooklyn, NY 11201

Eligibility: Regularly licensed New York City Guidance Counselor employed through BNPS programs (District 64).

Selection Criteria:

- Satisfactory record of attendance and punctuality. Satisfactory rating for the past 3 years
- Ability to communicate effectively in English both orally and in writing.

Duties and Responsibilities:

- Production of a teacher toolkit during each session to be shared with class and trainer at the end of each session.
- Teachers will turnkey ongoing Professional Development for 2009-2010 school year
- Engage in activities to promote technology literacy. Emphasis placed on digital file management and storage solutions.
- Plan and prepare professional development workshop material for Title I teachers in BNPS programs.
- Engage in activities to promote the integration of Microsoft Office Suite 2007 (Word, Excel, PowerPoint) productivity software into the administrative functions of a Title I teacher in the BNPS.

Work Schedule: Tuesday, Wednesday, and Thursday, 9:30 AM to 1:30 PM from July 14 to August 6. Participants will work up to 48 hours depending upon funding availability and program needs.

Salary: Per Session rate as per UFT Collective Bargaining Agreement

APPLICATION INSTRUCTIONS:

- Send cover letter and Form OP-175 (Available in the schools and on DHR Website) resume, and a copy of NYC Dept. of Education license no later than **Wednesday June 10, 2009.**
- Send via email, fax or snail mail to:
  - via e-mail to: Bureau of Nonpublic School Reimbursable Services: bnps@schools.nyc.gov
  - via FAX (#718-935-5902)
  - Snail mail to: Bureau of Nonpublic School Reimbursable Services, Attn: Summer Per Session, 65 Court Street, Rm 922, Brooklyn, NY 11201.
- Please indicate "Per Session Summer 2009" in the subject line
- Include the above per session vacancy circular number in your letter of application

Please note: 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: *Danielle Pickens*

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street Brooklyn, N.Y. 11201

Post Date: May 13, 2009
Deadline: June 10, 2009

PER SESSION VACANCY CIRCULAR # 196 Summer 2009 Please Post

Positions: Teacher (10 – 20 positions) contingent upon funding and actual enrollment of BNPS staff in this initiative

Program Name: Title I Teaching in the 21st Century Initiative

Location: Close proximity to 65 Court Street, Brooklyn, NY 11201

Eligibility: Regularly licensed New York City Teacher

Selection Criteria:

- Satisfactory record of attendance and punctuality. Satisfactory rating for last 3 years
- Ability to utilize a desktop and laptop computer.
- Ability to communicate effectively in English both orally and in writing.
- Advanced knowledge of Microsoft Office suite (i.e.Word, Excel, Powerpoint).
- Advanced knowledge of file management and digital photography.
- Advanced knowledge of Microsoft XP operating system.
- Knowledge of NYS technology standards

Duties and Responsibilities:

- Demonstrated ability to lead technology workshops.
- Proven ability to create detailed technology handouts.
- Ability to plan, prepare, and implement professional development workshops for teachers.
- Engage participants in activities to promote technology literacy.
- Evaluate and collect toolkits created by teachers for use in the Title I BNPS classrooms.

Work Schedule: Tuesday, Wednesday, and Thursday, 9:00 AM to 3:00 PM from July 7 to August 6. Trainers will work between 36 to 105 hours depending upon funding availability and program needs.

Salary: Per Session rate as per UFT Collective Bargaining Agreement

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Danielle Pickens*

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street Brooklyn, N.Y. 11201

Post Date: May 13, 2009
Deadline: June 10, 2009

PER SESSION VACANCY CIRCULAR # 197 Summer 2009 Please Post

Positions: Teacher (74 positions) contingent upon funding

Program Name: Title I Teaching in the 21st Century Initiative

Location: Close proximity to 65 Court Street, Brooklyn, NY 11201

Eligibility: Regularly licensed New York City Teacher employed through BNPS programs (District 64).

Selection Criteria:

- Satisfactory record of attendance and punctuality. Satisfactory rating for the last 3 years
- Ability to communicate effectively in English both orally and in writing.

Duties and Responsibilities:

- Production of a teacher toolkit during each session to be shared with class and trainer at the end of each session.
- Teachers will turnkey ongoing Professional Development for 2009-2010 school year
- Engage in activities to promote technology literacy. Emphasis placed on digital file management and storage solutions.
- Plan and prepare professional development workshop material for Title I teachers in BNPS programs.
- Engage in activities to promote the integration of Microsoft Office Suite 2007 (Word, Excel, PowerPoint) productivity software into the administrative functions of a Title I teacher in the BNPS.

Work Schedule: Tuesday, Wednesday, and Thursday, 9:30 AM to 1:30 PM from July 14 to August 6. Participants will work up to 48 hours depending upon funding availability and program needs.

Salary: Per Session rate as per UFT Collective Bargaining Agreement

APPLICATION INSTRUCTIONS:

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APPROVED: *Danielle Pickens*

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street Brooklyn, N.Y. 11201

Post Date: May 13, 2009
Deadline: June 10, 2009

PER SESSION VACANCY CIRCULAR # 198 Summer 2009 Please Post

Positions: Social Worker (4 positions) contingent upon funding

Program Name: Title I Teaching in the 21st Century Initiative

Location: Close proximity to 65 Court Street, Brooklyn, NY 11201

Eligibility: Regularly licensed New York City Social Worker employed through BNPS programs (District 64).

Selection Criteria:

- Satisfactory record of attendance and punctuality. Satisfactory ratings for the last 3 years
- Ability to communicate effectively in English both orally and in writing.

Duties and Responsibilities:

- Production of a teacher toolkit during each session to be shared with class and trainer at the end of each session.
- Teachers will turnkey ongoing Professional Development for 2009-2010 school year
- Engage in activities to promote technology literacy. Emphasis placed on digital file management and storage solutions.
- Plan and prepare professional development workshop material for Title I teachers in BNPS programs.
- Engage in activities to promote the integration of Microsoft Office Suite 2007 (Word, Excel, PowerPoint) productivity software into the administrative functions of a Title I teacher in the BNPS.

Work Schedule: Tuesday, Wednesday, and Thursday, 9:30 AM to 1:30 PM from July 14 to August 6. Participants will work up to 48 hours depending upon funding availability and program needs.

Salary: Per Session rate as per UFT Collective Bargaining Agreement

APPLICATION INSTRUCTIONS:

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Danielle Pickens*

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street Brooklyn, N.Y. 11201

Post Date: May 13, 2009
Deadline: June 10, 2009

PER SESSION VACANCY CIRCULAR # 199 Summer 2009 Please Post

Positions: School Psychologist (6 positions) contingent upon funding

Program Name: Title I Teaching in the 21st Century Initiative

Location: Close proximity to 65 Court Street, Brooklyn, NY 11201

Eligibility: Regularly licensed New York City School Psychologist employed through BNPS programs (District 64).

Selection Criteria:

- Satisfactory record of attendance and punctuality.
- Ability to communicate effectively in English both orally and in writing.

Duties and Responsibilities:

- Production of a teacher toolkit during each session to be shared with class and trainer at the end of each session.
- Teachers will turnkey ongoing Professional Development for 2009-2010 school year
- Engage in activities to promote technology literacy. Emphasis placed on digital file management and storage solutions.
- Plan and prepare professional development workshop material for Title I teachers in BNPS programs.
- Engage in activities to promote the integration of Microsoft Office Suite 2007 (Word, Excel, PowerPoint) productivity software into the administrative functions of a Title I teacher in the BNPS.

Work Schedule: Tuesday, Wednesday, and Thursday, 9:30 AM to 1:30 PM from July 14 to August 6. Participants will work up to 48 hours depending upon funding availability and program needs.

Salary: Per Session rate as per UFT Collective Bargaining Agreement

APPLICATION INSTRUCTIONS:

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AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: *Danielle Pickens*

Department of Education
Joel I. Klein, Chancellor

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street, Brooklyn, N.Y. 11201

Post date: May 13, 2009
Deadline: June 10, 2009

PER SESSION VACANCY CIRCULAR # 200 Summer 2009 Please Post

POSITION: Teacher (1 position) contingent upon funding

Program Name: Title I Database construction and evaluation

LOCATION: 65 Court Street
Brooklyn, NY 11201 and various locations within the five boroughs

ELIGIBILITY REQUIREMENTS:

New York City Department of Education licensed teacher with minimum three years experience with satisfactory rating

SELECTION CRITERIA:

- Certified in Microsoft Access and Microsoft Excel.
- Advanced knowledge of Microsoft Access with experience with set up databases, macro writing, reporting, and graphic user interface construction.
- Advanced knowledge of Microsoft Excel for advanced formula writing, to create macros, and managing large amounts of data.
- Ability to communicate effectively in English, both orally and in writing.
- Completion of position interview.

DUTIES/ RESPONSIBILITIES:

- Work with the Senior Instructional Program Specialist – Technology to assist with the implementation of the citywide plan for the integration of Instructional Technology in nonpublic schools in the City of New York.
- Teachers will Turnkey ongoing Professional Development for 2009-2010 school year
- Provide technical assistance to ensure that internal information systems are properly programmed.
- Maintain complex databases
- Manage multiple workbooks to create metrics and report development.
- Create reports to present results of database queries

SALARY: As per Collective Bargaining Agreement

WORK SCHEDULE:

Tuesday through Thursday, 9:00 am to 3:00 pm. July 14, 2009 – August 27, 2009. Position will work between 80 to 150 hours depending upon funding availability and program needs.

APPLICATION INSTRUCTIONS:

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APPROVED: *Danielle Pickens*

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

Department of Education
Joel I. Klein, Chancellor

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.***