



**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 2008-2009 (required for all Per Session Vacancy Applications for activities occurring 7/01/08 – 6/30/09)

Post Date: May 22, 2008

Deadline: June 19, 2008

PS Vac Circ.#332,School Yr.'08-'09, Teachers to score New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review (Approximately 100 positions)

PS Vac Circ.#333,School Yr.'08-'09, Supervisors to oversee and/or score New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review (Approximately 100 positions)

PS Vac Circ.#334,School Yr.'08-'09, Translators/Interpreters (up to 3 positions)

PS Vac Circ.#335,School Yr.'08-'09, Adaptive Physical Education Program Coordinator (Up to 2 positions)

PS Vac Circ.#336,School Yr.'08-'09, Guidance Counselor (Up to 2 positions)

PS Vac Circ.#337,School Yr.'08-'09, Guidance Counselor and Teacher

PS Vac Circ.#338,School Yr.'08-'09, Supervisor (Home Schooling Program)

PS Vac Circ.#339,School Yr.'08-'09, Guidance Counselor and Teacher

PS Vac Circ.#340,School Yr.'08-'09, Supervisor (Home Schooling Program)

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 Date
OP175 W

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

Posted Date: **May 22, 2008**

Deadline: **June 19, 2008**

PER SESSION VACANCY NOTICE No. 332,

2008-2009

PLEASE POST

(CONTINGENT UPON FUNDING)

POSITIONS: Teachers to score New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review
(Approximately 100 positions)

LOCATION: Various Sites throughout New York City

ELIGIBILITY: New York City Department of Education Elementary /Intermediate/High School licensed teachers
(all content areas)

SELECTION CRITERIA:

- Available to score Grades 3-8 and High School exams on selected days throughout the school year (which may include holidays and/or weekends)
- Familiarity with the New York State Standards and the format of New York State content assessments in Grades 3-8 and/or High School Regents with a background in those content areas as well as with performance responses and rubrics preferred.
- Involvement in current content instructional preparation and exam administration preferred
- Involvement in professional development activities related to the various content areas preferred
- Previous experience in scoring the specific content assessments areas preferred (Global History & Geography, English, Language Arts, Mathematics A and B, Living Environment, Physical Setting/Earth Science, U.S. History & Government, Social Studies and Science). Teachers of those content areas preferred
- Demonstrated qualities of organizational skills and the ability to work well in groups
- Satisfactory letter of application which includes your qualifications

DUTIES AND RESPONSIBILITIES:

- Able to answer questions and ensure that all tests are being scored according to set protocols and at a pace that will assure the grading of all tests in a timely manner
- Responsible for the scoring of all short response questions
- Responsible for the scoring of all extended response questions
- Responsible for the required re-reading and re-scoring of tests as designated by the State
- Responsible for the packaging of all score documents according to the Assessment office directions and the repacking of the score booklets in boxes for return to the home schools.

WORK SCHEDULE: **July 1, 2008-June 30, 2009** Approximately 25 hours per position including training/scoring for content assessments before school hours Monday – Friday (7:00AM-8:00AM), after school hours (3:00PM-6:00PM), or holidays and/or weekends (9:00AM-5:00PM).

SALARY: As per current Collective Bargaining Agreement (\$41.98 per hour) or the most current contractual rate.

APPLICATION: Send Letter of Application which includes your qualifications for the position, resume, copy of your appropriate license, OP175 and OP175W if necessary (available in schools and DHR website) no later than **June 19, 2008** to:

Attention: Rita Magier
Office of Accountability
Department of Education
44-36 Vernon Blvd
Room 207
Long Island City, NY 11101

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

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: *Monica A. McDonald*
Division of Human Resources

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

Posted Date: **May 22, 2008**

Deadline: **June 19, 2008**

PER SESSION VACANCY NOTICE No. 333,

2008-2009

PLEASE POST

(CONTINGENT UPON FUNDING)

POSITIONS: Supervisors to oversee and/or score New York State Assessments in Grades 3-8 and High School Regents for scoring review, audits and quality control review
(Approximately 100 positions)

LOCATION: Various Sites throughout New York City

ELIGIBILITY: New York City Department of Education Elementary /Intermediate/High School licensed supervisors
(all content areas)

SELECTION CRITERIA:

- Available to score Grades 3-8 and High School exams on selected days throughout the school year (which may include holidays and/or weekends)
- Familiarity with the New York State Standards and the format of New York State content assessments in Grades 3-8 and/or High School Regents with a background in those content areas as well as with performance responses and rubrics preferred.
- Involvement in current content instructional preparation and exam administration preferred
- Involvement in professional development activities related to the various content areas preferred
- Previous experience in scoring the specific content assessments areas preferred (Global History & Geography, English, Language Arts, Mathematics A and B, Living Environment, Physical Setting/Earth Science, U.S. History & Government, Social Studies and Science). Supervisors of those content areas preferred
- Demonstrated qualities of organizational skills and the ability to work well in groups
- Satisfactory letter of application which includes your qualifications

DUTIES AND RESPONSIBILITIES:

- Able to answer questions and ensure that all tests are being scored according to set protocols and at a pace that will assure the grading of all tests in a timely manner
- Responsible for the supervising and/or scoring of all short response questions
- Responsible for the supervising and/or scoring of all extended response questions
- Responsible for the supervising and/or required re-reading and re-scoring of tests as designated by the State
- Able to help organize the distribution of personnel and scoring at the designated scoring site
- Responsible for receipt of tests to be scored, the organization of the site for scoring, the secure storage of all tests overnight
- Responsible for the packaging of all score documents according to the Assessment office directions and the repacking of the score booklets in boxes for return to the home schools.

WORK SCHEDULE: **July 1, 2008-June 30, 2009** Approximately 25 hours per position including training/scoring for content assessments before school hours Monday - Friday (7:00AM-8:00AM), after school hours (3:00PM-6:00PM), or holidays and/or weekends (9:00AM-5:00PM).

SALARY: As per current Collective Bargaining Agreement (\$43.34 per hour) or the most current contractual rate.

APPLICATION: Send Letter of Application which includes your qualifications for the position, resume, copy of your appropriate license, OP175 and OP175W if necessary (available in schools and DHR website) no later than **June 19, 2008** to:

Attention: Rita Magier
Office of Accountability
Department of Education
44-36 Vernon Blvd
Room 207
Long Island City, NY 11101

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

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:

Monica A. McDonald
Division of Human Resources

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

Posted Date: **May 22, 2008**
Deadline: **June 19, 2008**

PER SESSION VACANCY NOTICE No. 334,

2008- 2009

PLEASE POST

(CONTINGENT UPON FUNDING)

POSITIONS: Translators/Interpreters (up to 3 positions)

LOCATION: Office of Accountability (OA)
52 Chambers Street, Room 310
New York, NY 10007

ELIGIBILITY: New York City Department of Education licensed teacher of Bilingual Common Branches, Bilingual Special Education, Bilingual content areas and English as a Second Language (ESL)

SELECTION CRITERIA: Applicants must have skills and experience in:

- One or more of the following content areas: Math, Science, English Language Arts, English as a Second Language (ESL), or teaching in native languages such as Spanish, Chinese, Haitian, Korean, and/or Russian.
- Fluency (reading, writing, and speaking) in one or more of the following languages: Spanish, Chinese, Haitian, Korean, and Russian.
- Editing and translating school related documents.
- Communicating effectively in English as a second language: i.e., Spanish, Chinese, Haitian, Korean, Russian and/or other languages.
- Excellent interpersonal skills and the ability to meet deadlines.
- Previous experience in translating test materials and related documents.
- Satisfactory **letter of application** which includes your qualifications (see below).

DUTIES AND RESPONSIBILITIES:

Translators and interpreters will review and edit translations, test content, teacher directions and related documents.

WORK SCHEDULE:

July 1, 2008 through October 31, 2008 (up to 100 hours maximum per position, not guaranteed)
4:00 pm – 8:00 pm Monday thru Friday (depending on various school schedules)
9:00 am – 7:00 pm on non-school days and weekends

SALARY: As per current Collective Bargaining Agreement: (\$41.98 per hour) or the most current contractual rate.

APPLICATION: Send Letter of Application which includes you qualifications for the position, resume, copy of your appropriate license, OP175 and OP175W if necessary (Available in schools and on DHR Website)
no later than **June 19, 2008** to:

Attention: Susan Waddington, Ph.D.
Manager Test Research and Development
Office of Accountability
52 Chambers Street, Room 309
New York, NY 10007

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

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:

Monica A. McDonald

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

Posted Date: May 22, 2008
Deadline: June 19, 2008

PER SESSION VACANCY CIRCULAR #335, 2008-2009 Please Post.

(This Per Session Assignment Is Subject To Funding.)

POSITION: Adaptive Physical Education Program Coordinator (Up to 2 positions)

LOCATION: New York City Department of Education
Office of Fitness and Health Education
52 Chambers Street, Rm. 209
New York, NY 10007

ELIGIBILITY REQUIREMENTS: New York City Department of Education license as a Physical Education teacher

SELECTION CRITERIA:

- Three years organizing Adaptive Physical Education and Special Olympics Events
- Three years coaching at Adaptive Physical Education and Special Olympics Events
- Experience teaching Adaptive Physical Education

DUTIES AND RESPONSIBILITIES:

- Organizing and registering students for Adaptive Physical Education and Special Olympics Events
- Organizing and registering students for Track and Field Meets

SALARY: As per Collective Bargaining Agreement (\$41.98 per hour) or the most current contractual rate

WORK SCHEDULE: August 28, 2008 – June 26, 2009
Monday – Friday
3 to 5 times per week
Between 4:30 PM – 6:30 PM
(Approximately 380 hours per position)

APPLICATION: Send application for per session employment, OP175 (Which is available in the schools and DHR Website) and resume
By: June 19, 2008 to:
Tong Ngo
Office of Fitness and Health Education
New York City Department of Education
52 Chambers Street, Rm. 209
New York, NY10007
Attn: Adaptive Physical Education Program Coordinator

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

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: *Monica A. McDonald*
Division of Human Resources

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

Posted Date: **May 22, 2008**
Deadline Date: **June 19, 2008**

PER SESSION VACANCY CIRCULAR NUMBER 336, 2008 – 2009 Please Post.
(Subject to Budgetary Constraints)

POSITION: Guidance Counselor (Up to 2 positions)

LOCATION: Central Office of School and Youth Development
52 Chambers Street
New York, New York 10007

ELIGIBILITY: New York City Department of Education license as a Guidance Counselor plus satisfactory service as a Guidance Counselor for the previous 2 years

SELECTION CRITERIA: Satisfactory experience working with K-12 students preferred

DUTIES AND RESPONSIBILITIES: 1) Prepare literature to enhance youth development services in schools (K-12)
2) Prepare best-practices for school-based guidance counselors (K-12)
3) Design written materials for college admissions and readiness (9-12)
4) Work on special projects as needed under the direction of the Director of Student Support Services

SALARY: As per Collective Bargaining Agreement (GC-\$45.13 per hour) or most current contractual rate

WORK SCHEDULE: **Monday – Friday/Up to 20 hours/week (September 1/2008– 6/20/2009) (Up to 200 hours total per position)**

APPLICATION: Application Form OP 175 (Available in schools and DHR Website), copy of NYC Department of Education license and resume must be received by **June 19, 2008.**

Send To: Selection Committee, Guidance Counselor Assigned – 52 Chambers Street, Room 218, New York, New York 10007

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.

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: *Monica A. McDonald*
Division of Human Resources

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

Posted Date: **May 22, 2008**
Deadline Date: **June 19, 2008**

PER SESSION VACANCY CIRCULAR NUMBER 337, Summer 2008 Please Post.
(Subject to Budgetary Constraints)

POSITION: Guidance Counselor and Teacher – Home Schooling Program (up to 4 positions)

LOCATION: Office of School and Youth Development
Home Schooling Unit, 12th Floor
333 Seventh Avenue
New York, NY 10001

ELIGIBILITY: New York City Department of Education license as a Guidance Counselor and/or teacher plus satisfactory service as a guidance counselor and/or teacher for the previous 2 years

SELECTION CRITERIA: 1) Familiarity with home schooling and attendance procedures
2) Knowledge of DOE policies regarding guidance and graduation requirements
3) Strong organizational skills

DUTIES AND RESPONSIBILITIES: 1) Support Citywide Coordinator for Home Schooling in reviewing home schooling documents
2) Review curriculum submitted by parents for compliance to state regulations
3) Support Home Schooling team with administration of the home schooling program
4) Enter and review ATS information pertaining to home schooling
5) In addition to the above responsibilities, the Guidance Counselor(s) will evaluate standardized test results.

SALARY: As per Collective Bargaining Agreement (GC, \$45.13 per hour-TR, \$41.98 per hour) or most current contractual rate

WORK SCHEDULE **July 1st – August 29, 2008,** Monday – Friday/Up to 20 hours/week
(Up to 160 hours for each position)

WORK SCHEDULE:

APPLICATION: Application Form OP 175 (Available in schools and on DHR Website), copy of NYC Department of Education license and resume must be received by **June 19, 2008.**

Send To: Selection Committee, Home Schooling – 12th Floor, 333 Seventh Avenue, New York, New York 10001 or WHarrin@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 AND APPLICATION.

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: *Monica A. McDonald*
Division of Human Resources

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

Posted Date: **May 22, 2008**
Deadline Date: **June 19, 2008**

PER SESSION VACANCY CIRCULAR NUMBER 338, Summer 2008 Please Post.
(Subject to Budgetary Constraints)

- POSITION:** Supervisor (Home Schooling Program)
(Up to 2 positions)
- LOCATION:** Office of School and Youth Development
Home Schooling Unit, 12th Floor
333 Seventh Avenue
New York, NY 10001
- ELIGIBILITY:** New York City Department of Education license as a supervisor
- SELECTION CRITERIA:** 1) Familiarity with home schooling and attendance procedures
2) Knowledge of DOE policies regarding home schooling and attendance requirements
3) Strong organizational skills
- DUTIES AND RESPONSIBILITIES:** 1) Facilitate and support the coordination and implementation of the home schooling program.
2) Work with the Home Schooling Coordinator to develop and implement revised home schooling procedures.
3) Supervise Home Schooling administrative staff in the reviewing of home schooling documents to ensure that submitted documents are in compliance with State regulations.
- SALARY:** As per Collective Bargaining Agreement (SU, \$43.34 per hour) or most current contractual rate
- WORK SCHEDULE:** **July 1st – August 29, 2008**, Monday – Friday/Up to 20 hours/week
(Up to 160 hours for each position)
- APPLICATION:** Application Form OP 175 (Available in schools and on DHR Website), copy of NYC Department of Education license and resume must be received by **June 19, 2008**.
- Send To:** Selection Committee, Home Schooling – 12th Floor, 333 Seventh Avenue, New York, New York 10001 or email to WHarrin@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 AND APPLICATION.

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: *Monica A. McDonald*
Division of Human Resources

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

Posted Date: **May 22, 2008**
Deadline Date: **June 19, 2008**

PER SESSION VACANCY CIRCULAR NUMBER 339, 2008-2009 Please Post.
(Subject to Budgetary Constraints)

POSITION: Guidance Counselor and Teacher – Home Schooling Program (up to 4 positions)

LOCATION: Office of School and Youth Development
Home Schooling Unit, 12th Floor
333 Seventh Avenue
New York, NY 10001

ELIGIBILITY: New York City Department of Education license as a Guidance Counselor and/or teacher plus satisfactory service as a guidance counselor and/or teacher for the previous 2 years

SELECTION CRITERIA: 1) Familiarity with home schooling and attendance procedures
2) Knowledge of DOE policies regarding guidance and graduation requirements
3) Strong organizational skills

DUTIES AND RESPONSIBILITIES: 1) Support Citywide Coordinator for Home Schooling in reviewing home schooling documents
2) Review curriculum submitted by parents for compliance to state regulations
3) Support Home Schooling team with administration of the home schooling program
4) Enter and review ATS information pertaining to home schooling
5) In addition to the above responsibilities, the Guidance Counselor(s) will evaluate standardized test results.

SALARY: As per Collective Bargaining Agreement (GC, \$45.13 per hour-TR, \$41.98 per hour) or most current contractual rate

WORK SCHEDULE: **September 2008 – June 30, 2009**
After-School, 4pm – 8pm, Monday – Friday, and some weekend hours when necessary

Up to 250 hours for each position

APPLICATION: Application Form OP 175 (Available in schools and on DHR Website), copy of NYC Department of Education license and resume must be received by **June 19, 2008.**

Send To: Selection Committee, Home Schooling – 12th Floor, 333 Seventh Avenue, New York, New York 10001 or WHarrin@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)"

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Division of Human Resources

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

Posted Date: **May 22, 2008**
Deadline Date: **June 19, 2008**

PER SESSION VACANCY CIRCULAR NUMBER 340, 2008-2009 Please Post.
(Subject to Budgetary Constraints)

- POSITION:** Supervisor (Home Schooling Program)
(Up to 2 positions)
- LOCATION:** Office of School and Youth Development
Home Schooling Unit, 12th Floor
333 Seventh Avenue
New York, NY 10001
- ELIGIBILITY:** New York City Department of Education license as a supervisor
- SELECTION CRITERIA:** 1) Familiarity with home schooling and attendance procedures
2) Knowledge of DOE policies regarding home schooling and attendance requirements
3) Strong organizational skills
- DUTIES AND RESPONSIBILITIES:** 1) Facilitate and support the coordination and implementation of the home schooling program.
2) Work with the Home Schooling Coordinator to develop and implement revised home schooling procedures.
3) Supervise Home Schooling administrative staff in the reviewing of home schooling documents to ensure that submitted documents are in compliance with State regulations.
- SALARY:** As per Collective Bargaining Agreement (SU, \$43.34 per hour) or most current contractual rate
- WORK SCHEDULE:** **September 2008 – June 30, 2009**
After-School, 4pm – 8pm, Monday – Friday, and some weekend hours when necessary

Up to 250 hours for each position
- APPLICATION:** Application Form OP 175 (Available in schools and on DHR Website), copy of NYC Department of Education license and resume must be received by **June 19, 2008.**
- Send To:** Selection Committee, Home Schooling – 12th Floor, 333 Seventh Avenue, New York, New York 10001 or email to WHarrin@schools.nyc.gov

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

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