

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

Post Date: February 19, 2015

Deadline: March 20, 2015

**PER SESSION VACANCY CIRCULAR #262, 2015 Please Post**

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**CONTINGENT UPON FUNDING**

**POSITION:** Middle School Health Education Focus Schools Program – Focus Group Member  
(10 positions)

**LOCATION:** New York City Department of Education  
Office of School Wellness Programs  
1780 Ocean Avenue, Room 301  
Brooklyn, NY 11230  
or other approved Office of School Wellness Programs location

**ELIGIBILITY**

**REQUIREMENTS:**

- Licensed and appointed New York City Department of Education teacher
- Trained in *Draw the Line/Respect the Line* curriculum on November 4-5, 2014

**SELECTION**

**CRITERIA:**

- Knowledge and experience teaching comprehensive health education using *HealthSmart Middle School (2<sup>nd</sup> Edition)* and *Draw the Line/Respect the Line* curricula.
- Proficient in NYS and National Health Education Standards and National Sexuality Standards.
- Experience working in group settings to provide feedback on the implementation of sexual health education lessons.
- Proficient with Microsoft Office Applications (Word and Excel)
- Collaborate with OSWP team during teacher-focused school site visits and email check-ins.
- Demonstrate effective leadership at systematically prioritizing sexual health education
- Excellent communication and problem solving skills.
- Commitment to reducing health disparities and improve health outcomes among young people.
- Preference will be given to Middle School Health Education Focus School participants.

**DUTIES AND**

**RESPONSIBILITIES:**

- Teach comprehensive sexual health education utilizing the recommended sequence of lessons in the *HealthSmart Middle School (2<sup>nd</sup> Edition)* and *Draw the Line/Respect the Line* curricula; in the Spring 2015 semester.
- Attend two focus group meetings to discuss and provide feedback on the implementation of the sexual health education lessons.
- Participate in two individualized on-site technical assistance sessions during after-school hours.
- Complete a series of online feedback forms to document solutions and implementations strategies on how to implement sexual health education lessons.
- Identify and articulate best practices for implementing evidence-based curricula, policies, initiatives, and resources to be shared with NYC middle schools.
- Share experiences and expertise during focus group meetings related to how sexual health education can work in schools.

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

**WORK SCHEDULE:** March 21, 2015 – June 26, 2015  
(Maximum 20 hours per position)  
Monday through Friday varied hours after school **and/or** before school, and Saturdays as necessary.

**APPLICATION:** Send resume, application for per session employment, and OP175 (available in schools) by **March 20, 2015**, to:  
Felicita Saldaña  
NYC Department of Education  
Office of School Wellness Programs  
1780 Ocean Avenue, Room 301  
Brooklyn, NY 11230  
Or by email to: [fsaldan@schools.nyc.gov](mailto:fsaldan@schools.nyc.gov)  
Att: Middle School Health Education Focus Schools Program

If you have any questions, please e-mail [fsaldan@schools.nyc.gov](mailto:fsaldan@schools.nyc.gov)

Note: Please note that all per session vacancy circulars will be posted on the Div. of Human Resources website 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 PhD



**2014-15 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, 2014 and June 30, 2015, 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.***