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:April 7, 2009

Deadline: June 1, 2009

PS Vac Circ.# 144 SUPERVISORS FOR CITYWIDE PROGRAMS
Institutional Facilities Program (100% reimbursable) (Approximately 12 positions)

PS Vac Circ.# 145 TEACHERS FOR CITYWIDE PROGRAMS
Institutional Facilities Program (100% reimbursable) (Approximately 120 positions)

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

Post Date: April 7, 2009

Deadline Date: June 1, 2009

PER SESSION VACANCY CIRCULAR # 144 , 2009-2010 Please Post.

(This Per Session Assignment Is Subject To Funding)

POSITION: **SUPERVISORS FOR CITYWIDE PROGRAMS**
Institutional Facilities Program (100% reimbursable)
(Approximately 12 positions)

LOCATION: Group Homes throughout New York City

ELIGIBILITY: Employees appointed as principal or assistant principal to District 75, or other supervisors serving District 75 with a valid New York City Department of Education License.

SELECTION CRITERIA:

1. A minimum of three years satisfactory service in District 75
2. Satisfactory experience in supervising teachers working with group home students
3. Ability to observe teachers with the goal of improving instruction by providing instructional materials and assistance with their implementation
4. Ability to act as liaison between staff and group home personnel
5. Excellent administration and organizational skill and ability to meet deadlines
6. Excellent human relations skills and ability to work with supervisors, teachers, students and agency staff

DUTIES AND RESPONSIBILITIES:

1. Supervise teachers in group homes and facilities throughout the five boroughs
2. Ensure consistent implementation of program objectives
3. Maintain programmatic and Title I Neglected & Delinquent mandated records

WORK YEAR: September 14, 2009 – June 2010

HOURS: After-school: 2 1/2 hours daily (TBD), four days per week, Monday through Thursday
(Approximately 300 hours per position)

SALARY: As per Collective Bargaining Agreement ($43.93 per hour) or most current contractual rate

APPLICATIONS: Send letter of application, Form OP 175 (available in all schools and on DHR Website), a copy of your N.Y.C. Dept. of Education license by **June 1, 2009** to:

Bonnie Brown
District 75 / Citywide Programs
400 First Avenue
New York, New York 10010

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 VACANCY CIRCULAR NUMBER ON YOUR LETTER OF APPLICATION AND OP175.

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*
Division of Human Resources

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

Post Date: April 7, 2009

Deadline Date: June 1, 2009

PER SESSION VACANCY CIRCULAR # 145, 2009-2010 Please Post.

(This Per Session Assignment Is Subject To Funding)

POSITION: **TEACHERS FOR CITYWIDE PROGRAMS**
Institutional Facilities Program (100% reimbursable)
(**Approximately 120 positions)**

LOCATION: Group Homes throughout New York City

ELIGIBILITY: Employees appointed with a valid New York City Department of Education license as a teacher of special education

SELECTION CRITERIA:

1. A minimum of three years satisfactory service in District 75
2. Satisfactory experience in more than one division or level, i.e., elementary, junior and senior high school; or special education and general education
3. Knowledge of New Performance Standards and evidence of creativity and initiative with respect to curriculum content, materials and methods
4. Demonstrated experience in the area of interdisciplinary instructional strategies, with an understanding of methods used in facilitating congruence between day school instruction and after-school instruction
5. Demonstrated organizational skills and ability to accurately keep records and meet established deadlines
6. Demonstrated experience in motivating student participation
7. Knowledge, satisfactory experience and ability in providing individual as well as group instruction
8. Ability to work with students, supervisors and other teachers
9. Ability to work in a respectful and collaborative fashion with group home employees regarding student learning and growth
10. Understanding of, and sensitivity to, the emotional, social and academic needs of youths residing in group homes

DUTIES AND RESPONSIBILITIES:

1. To prescribe and implement specific individual instructional approaches as mandated by the Title I Neglected & Delinquent proposal
2. To diagnose and remediate student deficiencies
3. To maintain necessary records and student folders

WORK YEAR: **October 5, 2009 - June 2010**

HOURS: After-school: 2 1/2 hours a day (TBD), two days per week, Monday through Thursday (Not to exceed 150 hours per position)

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

APPLICATIONS: Send letter of application, Form OP 175 (available in all schools and on DHR Website), copy of your N.Y.C. Department of Education license by **June 1, 2009** to:

Institutional Facilities Program
District 75 / Citywide Programs
400 First Avenue
New York, NY 10010

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, and Clinical)"

PLEASE INDICATE THE ABOVE CIRCULAR # ON YOUR APPLICATION AND OP 175.

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*
Division of Human Resources

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.***