



**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 16, 2009

Deadline: May 15 2009

PS Vac Circ. #147 Per Session School Registration Staff - Approximately 250 per session positions for retired (NYCDOE) staff to meet with students and parents to register/assign K-12 students into appropriate schools

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2009

Please Post

(Subject to Funding Availability)

RETIRED School Secretaries, Guidance Counselors, Teachers, Assistant Principals, Principals, Education Administrators and CSE Chairs.

Position:

Per Session School Registration Staff -

Approximately 250 per session positions for retired (NYCDOE) staff to meet with students and parents to register/assign K-12 students into appropriate schools

Location:

- Training conducted in central locations and at registration centers. Exact locations to be determined.
- Positions available in all 5 boroughs. Exact locations to be determined.

Eligibility:

Appropriately licensed and tenured NYCDOE School Secretary, Guidance Counselor, Teacher, Assistant Principal, Principal, Education Administrator, or CSE Chair with a minimum of four (4) years of satisfactory experience in the NYC public school system or equivalent

Selection Criteria:

- Satisfactory experience working in, and knowledge of, NYCDOE schools
- Ability to work at least 4 days per week from August 31 to September 18, 2009 on a flexible schedule, for up to 7 hours per day, between the hours of 7 am and 9 pm
- Ability to adhere to established enrollment/placement policies and procedures
- Ability to work with families in determining most appropriate school placement within the guidelines of established policies and procedures
- Ability to assist families of students with disabilities with special education placements
- Ability to work in a fast-paced, stressful environment
- Ability to work individually and in teams
- Ability to communicate effectively in written and spoken English
- Ability to communicate in languages other than English preferred
- Knowledge of ATS strongly preferred
- Knowledge of Special Education, The Continuum of Services for Students with Disabilities and CAP preferred
- Knowledge of High School Admissions Process and HSAPS preferred
- Knowledge of elementary and/or middle school enrollment and zoning preferred
- Knowledge of Pre-Kindergarten, Gifted and Talented and district school choice processes preferred

**Duties
and**

Responsibilities:

- Attend minimum of 10 hours of training during the week of the August 24, 2009. **Exact number of days and hours to be determined. (Candidates who are not able to attend the scheduled training sessions will not be hired; exceptions to this are at the discretion of the Executive Directors of Borough Enrollment and will be based on prior knowledge of the candidate and service at school registration centers.)**
- Meet with students and families to identify schools that meet the needs and interests of students
- Interview students and families in order to conduct academic assessments
- Review student documentation and determine school options
- Adhere strictly to established enrollment/placement policies and procedures
- Look up student information and register students in ATS

- Look up student information in CAP and review Individual Education Plans, in order to register/assign students with disabilities
- Provide superior customer services to families
- Support general operations of student registration centers

Work Schedule

- Training: Attend minimum of 10 hours of training during the week of the August 24, 2009. **Exact number of days and hours to be determined.**
- From August 31 – September 18, 2009, 4-5 days per week, Monday – Friday, up to 7 hours per day between the hours of 7 am and 9 pm. Registration Centers are closed on Labor Day (Monday, September 7, 2009).
- **Numbers of days and hours may vary as staffing needs change - Certain number of hours not guaranteed** - Hours to be determined by Director of Borough Enrollment in consultation with appropriate Executive Director of Borough Enrollment.
- **Requested location not guaranteed and subject to change** – Location to be determined by Executive Director of Borough Enrollment and may change subject to volume of families seen at any given site.

Salary

- As per Collective Bargaining Agreement, according to licensure or most current contractual per session rate; training will be paid at the training rate (i.e., UFT \$19.12 per hour).
- **Transportation and out-of-pocket expenses will not be reimbursed.**

Application

Please send resume, 2009 Student Registration Center Staff Per Session Application, appropriate eligibility credentials, Application for Per Session Employment for 2009-2010 (OP-175 -available in schools or on DHR website) **no later than May 15, 2009**

By email to:
registrationstaff@schools.nyc.gov

OR

By mail:
Registration Staff
New York City Department of Education
52 Chambers Street, Room 415
New York, NY 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)"

Applications received after the deadline will not be considered.

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



OFFICE OF STUDENT ENROLLMENT
2009 STUDENT REGISTRATION CENTER STAFF PER SESSION APPLICATION

Last Name: _____ First Name: _____

Address: _____

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

File Number: _____ Social Security Number: _____

License (List all if more than 1): _____

Most recent position with NYCDOE: _____

Year retired: _____

Did you work at a Student Registration Center in 2008? _____

If yes, which one? _____

Have you used ATS or CAP to look up student information and register students? _____

Are you proficient in other computer programs? (Microsoft Word, Excel, Access, etc.) If so, please list them below.

Have you used the High School Admissions Processing System (HSAPS) to look up student information? _____

What languages other than English, if any, do you speak? _____

Please circle all boroughs in which you are willing to work. Please note that the more flexible you are, the more likely it is that we will be able to offer you a position.

Bronx Manhattan Brooklyn Queens Staten Island

Are you available to work any 4-5 days per week, any 7 hour period between 7 am and 9 pm? Again, we have constantly changing needs, so the more flexible you are; the more likely it is that we will be able to offer you a position. If your schedule is not flexible as specified above, please describe your availability.

Do you have any experience working with special education students? Do you have any experience working with English Language Learners? If yes, please describe prior experience(s).

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

OP-175 – 2009-2010

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.***