

**DISTRICT 75/CITYWIDE PROGRAMS
400 FIRST AVENUE
NEW YORK, NEW YORK 10010**

JANUARY 28, 2010

CHAPTER 683 SUMMER VACANCY CIRCULAR NO. 4 2009-2010
THIS PER SESSION ASSIGNMENT IS SUBJECT FUNDING

POSITION: Attendance Teacher
This activity implements Chapter 683 of the State Education Department laws of 1986.)

LOCATION: Various Special Education Schools throughout New York City

ELIGIBILITY: Licensed Department of Education Attendance Teacher

SELECTION CRITERIA:

1. Regularly licensed and appointed New York City Department of Education Attendance Teacher, currently assigned to District 75
2. Regularly licensed and appointed New York City Department of Education Attendance Teacher
3. Satisfactory performance from September 1, 2009 through June 30, 2010
4. Satisfactory record of service and attendance in Chapter 683.

DUTIES AND RESPONSIBILITIES:

1. To monitor attendance and perform outreach on selected students based on attendance performance.
2. To ensure safety and welfare of students eligible to attend Chapter 683 programs through monitoring, home visits, etc.
3. To interact effectively with related service providers and support staff to facilitate improved student attendance
4. To maintain necessary records

HOURS: 8:10 to 2:40, inclusive of 30 minute unpaid lunch, unless other school schedules are approved by Superintendent's office.

WORK YEAR: Staff Orientation: July 1, 2010 and July 2, 2010
July 6, 2010 – August 13, 2010 (Summer Term)

SALARY: Commensurate with U.F.T. Collective Bargaining Agreement

1. The gross annual salary rate of each such employee who serves the same student population during the regular work year (September through June) as is eligible to participate in the Program during July and August shall be computed by adding the sum of either:
 - a. seventeen and one half (17½) percent of the applicable gross annual salary rate or
 - b. the number of hours served during July and August multiplied by the applicable per session rate whichever is greater, to the employee's annual salary rate ascertained without consideration of said sum.
2. The pay rate of each such employee who does not serve the same student population during the regular work year (September through June) as is eligible to participate in the Program in July and August shall be the applicable per session pay rate.

APPLICATION:

Staff that claim retention rights need not re-apply for this summer. Place a check (/) next to your name on the turn-around document indicating your interest in working the 2010 summer 683 program. All other staff should fill out the attached application (OP175) and return it to your building Principal by **March 3, 2010**. If you have questions concerning your retention rights, please complete a Chapter 683 Discrepancy Form and return it to your Chapter 683 Liaison.

Please indicate the circular number on the application.

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