

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

JANUARY 28, 2010

**CHAPTER 683 SUMMER VACANCY CIRCULAR NO. 8 2009-2010**  
**THIS PER SESSION ASSIGNMENT IS SUBJECT TO FUNDING**

**POSITION:** Teacher - Hospital Instruction - Approximately 9 positions throughout New York City (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 Teacher

**SELECTION CRITERIA:**

Selection will be made from among qualified applicants in the order listed below. Where feasible, applicants will be assigned to the same types of populations that they currently serve. Employees who served satisfactorily in the Program during July and August for two successive years shall be retained for succeeding years if they apply to serve in the Program provided that they continue to serve the eligible population during their regular work year. Retention rights of all other employees who serve satisfactorily in the Program during July and August for two successive years shall be subordinate to the rights of those employees who serve the same eligible student population during the regular school year.

1. Teachers with Special Education license assigned to Hospital Instruction Program
2. Teachers with Special Education license from Citywide Programs/District 75 with demonstrated success with the population to be served
3. Satisfactory performance from September 1, 2009 through June 30, 2010
4. Satisfactory record of service and attendance in Chapter 683.

**DUTIES AND RESPONSIBILITIES:**

Under direct supervision:

1. Provide appropriate instruction for specifically designated special education Hospital children in Hospital School sites or other designated sites.
2. Instruct students in academic and/or self-help skills as they pertain to the IEP.
3. Maintain accurate records that document student progress over the course of the program.

**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**