



Department of  
Education

Dennis M. Walcott, Chancellor

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

December 16, 2013

**DISTRICT 75 PER SESSION VACANCY CIRCULAR NO. 17, 2013-2014**

**THIS PER SESSION ASSIGNMENT IS SUBJECT TO FUNDING**

- POSITION:** Teacher - Chapter 683 Transportation Liaison  
(Number of Positions To Be Determined)
- LOCATION:** To Be Determined
- ELIGIBILITY:** Appropriately licensed teacher currently serving within District 75
- SELECTION CRITERIA:**

- 1- Demonstrated skill in organizing paper flow, meeting established deadlines, data entry and articulating with the District Office and/or the Office of Pupil Transportation
- 2- Familiarity with ATS
- 3- Familiarity with FileMaker relational database a plus

**DUTIES AND RESPONSIBILITIES:**

Coordinate Chapter 683 transportation start-up activities. Activities to include review and processing of student data entry forms, parent notification, review of student medical and paraprofessional mandates, and coordination of routes with Office of Pupil Transportation.

- 1- Review of Chapter 683 Transportation Turnaroud Reports from schools.
- 2- Update of ATS files concerning Chapter 683 Transportation
- 3- Update of FileMaker Database for data transmission of the Office of Pupil Transportation
- 4- Management of transportation updates as necessary
- 5- Attend mandatory training sessions as required

**WORK SCHEDULE:** February 3, 2014 through June 30, 2014  
Schedule to be determined  
4:00 p.m. - 8:00 p.m. (Monday - Friday as required)  
9:00 a.m. - 4:00 p.m. (Saturday - Sunday as required)  
Approximately 170 hours

**SALARY:** Commensurate with Collective Bargaining Agreement

**APPLICATION:** Send letter of application for per session employment and OP 175 which is available in the schools **NO LATER THAN Friday, January 24, 2014** to:

Mr. Roberto E. Tillman  
Director of Operations  
New York City Department of Education – D75  
400 First Ave – Rm 662A  
New York, New York 10010-4004  
ATTN: Teacher – Ch 683 Transportation

**PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION**

Service exceeding the number of hours specified in Chancellors 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:** *Catherine Ammirati*