



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. 18, 2013-2014

THIS PER SESSION ASSIGNMENT IS SUBJECT TO FUNDING

POSITION: School Secretary - Chapter 683 Transportation
(1 Position)

LOCATION: To Be Determined

ELIGIBILITY: Appropriately licensed school secretary 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:

Perform Chapter 683 transportation start-up in support of Chapter 683 Transportation Liaisons. Activities to include review and processing of student data entry forms, parent notification, review of student medical and paraprofessional mandates, and clerical support to the Chapter 683 Transportation Liaison(s)...

- 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- Parent notification
- 5- Processing of transportation updates as necessary
- 6- 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: Secretary – 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