



Department of
Education

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

Date Posted: 5/15/2024

Deadline: 6/30/2024

SY24-25 PER SESSION VACANCY NOTICE # 1097

2024-2025

PLEASE POST

(CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)

POSITION:

Human Resources School Support Administrative and Staffing Specialist (approximate number of positions to be determined)
HR School Support
Division of Human Resources

LOCATION:

Office of HR School Support, 65 Court Street, 5th Floor, Brooklyn, NY 11201, and occasional events conducted at various NYCPS school-based and administrative locations throughout the five boroughs

ELIGIBILITY REQUIREMENTS:

NYCPS Licensed and Appointed Teachers (Active or Retired)

SELECTION CRITERIA:

Preference will be given to applicants who fulfill one or more of the following criteria:

For substitute staffing duties:

- A minimum of 3 years of satisfactory service within the New York City Department of Education.
- Higher levels of English language demanded of raters of English Language proficiency.
- Ability to organize, administer and make presentations to large groups at staffing events.
- Advanced computer skills (Excel, PowerPoint, Word, Outlook) necessary to generate event rosters, event summary reports, computer-based presentations, etc.
- Experience in organizing, supervising, and administering events for assessing and/or processing candidates for pedagogical positions
- Experience using the various DOE-HR computer systems (e.g., NYCAPS, GALAXY, EIS) to review and update candidate data

For paraprofessional certification duties:

- Experience of responsibility for developing and administering programs for the professional development of pedagogues
- Advanced computer skills (Excel, Word, Outlook) necessary to generate aggregate reports, computer-based presentations, and regenerate, manipulate or reformat data to be compatible with various vendor systems
- Excellent written and oral communication skills, and telephone skills
- Experience in using the various DOE-HR computer systems to review and update candidate data (e.g., SHM, NYCAPS, GALAXY, and EIS)

DUTIES/RESPONSIBILITIES:

HRSS Administrative and Staffing Specialists will be expected to perform many of the following duties related to:

Substitute staffing:

- When adequate fulltime staff are unavailable (e.g., after business hours, during special events), supervise and/or conduct assessment and processing events that involve making presentations, administering, and evaluating assessments for English proficiency (both written and oral), and reviewing and updating candidate data into existing HR computer systems.

- Assist staff, on an as-needed basis, with tasks that include, but are not limited to, the following:
 - Preparation of materials for Substitute Teacher and Substitute Paraprofessional events
 - Coordination of events, which include conducting plenary sessions, processing paperwork, assessing candidates' English proficiency, data entry, etc.
 - Reviewing, documenting, and updating candidate information into various databases
 - Communication of information to candidates about State and City requirements for staffing, certification, and continued employment.
 - Assistance with the in-person and telephone inquiries of candidates
 - Evaluation college transcripts of applicants to determine acceptability of course work, as per NYSED requirements.
 - Evaluation of written essays of candidates
 - Development of assessments

Paraprofessional certification:

- Use the DOE's SHM, NYCAPS, GALAXY, and EIS systems to track the Continued Employment Eligibility of the 25,000 Fulltime Paraprofessionals. Specifically, review and update their current Employment, Certification, and Continued Employment Eligibility (CEE) Milestone completion status.
- Use NYSED's TEACH Online system to review paraprofessionals' college credit, certification level and work history status.
- Provide information to paraprofessionals about State and City requirements, assistance available, and completion deadlines.
- Staff the Paraprofessional Milestone Hotline during after-school hours and provide information on certification and continued employment.
- Meet with and advise individual paraprofessionals and track their progress through milestone completion.
- Respond to individual paraprofessionals' communications using the DOE's dedicated Outlook e-mail address.
- Evaluate college transcripts to determine acceptability of college credits submitted.
- Validate the 1-year of post certification service completion of paraprofessionals and update both the DOE & NYSED-TEACH computer systems.
- Assist in the development of email communications and telephone scripts for the notification of CEE milestones, completion status and deadlines
- Coordinate and make presentations at events to impart information on CEE to paraprofessionals.
- Liaise, on behalf of individual paraprofessionals, with NYSED to expedite stalled applications.
- Liaise with DOE systems' staff to rectify any system errors.
- Assist with the general in-person, email and telephone inquiries of all paraprofessionals

WORK SCHEDULE:

Outside school hours (including occasional weekends) during the 2024-2025 school year, subject to the demand for events, the selected pool will be offered opportunities to serve, based upon frequency of need for the specific duties listed above. Although every effort will be made to offer assignments on a fair and rotational basis, priority will be given to those who have a flexible schedule, can be available with short notice, and demonstrate versatile skills.

- Only retirees are permitted to serve during school hours. Others must be able to begin work no later than 4:00 PM on school days and be available to work during the summer break and school recess breaks.
- All hours are subject to budget availability. We do not expect to issue a waiver above 400 hours for the 2024-2025 per session year.

Hours up to, but not limited to the approximate number of hours listed. Additional hours may be granted upon the approval of the hiring manager.

SALARY:

Per Session rates as per the relevant union/organization of the advertised title (Collective Bargaining Agreement). Contingent upon funding availability and programmatic approval.

APPLICATION INSTRUCTIONS:

E-mail resume, application Form OP-175 (Available in schools and DHR website), and a copy of your Department of Education license on or before June 30, 2024 to KMamaka@schools.nyc.gov. Please include: "HRSS Administrative and Staffing Specialist" in the subject line.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail KMamaka@schools.nyc.gov

Please visit the New York City Department of Education website for more information on per session opportunities:

<https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>

NOTE: 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

It is the policy of the Department of Education of the City of New York to provide equal employment opportunities without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, unemployment status, caregiver status, consumer credit history, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. For more information, please refer to the [DOE Non-Discrimination Policy](#).

APPROVED BY: *Peter Janniello Ph. D.*
Executive Director, Division of Human Resources

2024-25 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 400 hours in one or a combination of per session activities (with a maximum of 400 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: CFN _____ District _____ School/Office _____
License or Title _____ Hours of Employment from _____ to _____

2. Per Session Position for which you are Applying: Program Name: _____

CFN _____ 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, 2024 and June 30, 2025, 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: _____

CFN _____ 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: _____

CFN _____ 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 400?
Yes ___ No ____

5. If yes, have you submitted a waiver request to exceed the 400 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 given 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, and/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 C175.

Signature of Per Session Program Supervisor

Date

Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations>. 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 1 **through** June 30.
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 1 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.***