



Department of
Education

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

Date Re-Posted: 12/22/2023

Deadline: 6/30/2024

RE-POSTED SY23-24 PER SESSION VACANCY NOTICE # 0550

2023-2024

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

School Secretary– Continuous Learning
Multiple positions available.
Division of Educator Development, Continuous Learning

LOCATION:

Various school locations to be determined
333 7th Avenue, New York, NY 10001

ELIGIBILITY REQUIREMENTS:

- NYC Department of Education School Secretary

SELECTION CRITERIA:

- At least one (1) year of satisfactory rating as a school secretary experience
- Strong attendance record
- Strong knowledge in the DOE payroll system
- Strong knowledge in per session and per diem process
- Interest in engaging in cycles of learning
- Consensus among central and superintendent teams

DUTIES/RESPONSIBILITIES:

Per session personnel will perform one or more of the following tasks under the direction of the appropriate supervisor:

- Oversee school's Continuous Learning timesheet activity
- Manage Continuous Learning school grants
- Enter timesheets into per session/per diem tracker
- Scan and send timesheets to continuous.learning@schools.nyc.gov
- Communication with central budget and per session and per diem staff via email, phone, and in-person as necessary
- Enter per diem timesheets
- Supervise timekeeping in accordance with CL activities
- Review timesheets to ensure completeness and accuracy
- Support with purchasing and distribution of materials

WORK SCHEDULE:

September 2023 – Fall 2023 and beyond

Monday-Friday. Weekend work may be subject to approval by the Continuous Learning team based on the availability of funding.

HOURS UP TO, BUT NOT LIMITED TO THE APPROXIMATE NUMBER OF HOURS LISTED. ADDITIONAL HOURS 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.

APPLICATION INSTRUCTIONS:

Send application: OP 175 to: continuous.learning@schools.nyc.gov

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail continuous.learning@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: 
Executive Director, Division of Human Resources

2023-24 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, 2023 and June 30, 2024, 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.***