



Department of  
Education

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

Date Posted: 1/3/2024

Deadline: 1/17/2024

SY23-24 PER SESSION VACANCY NOTICE # 0755

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)**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

Division of Specialized Instruction and Student Support – Special Education Office (Committees of Special Education 1 -10 and Districts 1-32)

Monolingual and Bilingual positions available based on student need:

SCHOOL SOCIAL WORKERS, SCHOOL PSYCHOLOGISTS, TEACHERS OF SPEECH IMPROVEMENT, GENERAL EDUCATION TEACHERS, SPECIAL EDUCATION TEACHERS, TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS, TEACHERS OF SPEECH IMPROVEMENT SERVING AS AUDIOLOGIST, NYC CERTIFIED BILINGUAL TEACHERS TO SERVE AS TRANSLATORS (LANGUAGES TBD)

#### LOCATION:

The assessment activity will be conducted at various sites in-person only where students are awaiting assessment and/or reviews. Remote writing time will be assigned by the supervisor, as needed. The NYCDOE reserves the right to allow the employee to report remotely at DOE discretion. Sites may change during the course of the activity.

#### ELIGIBILITY REQUIREMENTS:

NYCDOE employees licensed and appointed in one of the areas listed above are eligible to apply.

#### SELECTION CRITERIA:

Selection will include a satisfactory rating and satisfactory attendance throughout the school year, seniority and work sharing for UFT staff.

#### FOR SCHOOL SOCIAL WORKERS and SCHOOL PSYCHOLOGISTS:

Selection will include a satisfactory rating and satisfactory attendance throughout the school year, seniority and work sharing for UFT staff.

Note:

- Staff will be selected based on assessment of caseload need.
- Applicant must commit to the entire per session activity.

#### FOR SCHOOL SOCIAL WORKERS and SCHOOL PSYCHOLOGISTS:

**FOR AFTER-SCHOOL PER SESSION**, priority of assignment for a position in a district shall be given to staff assigned to the district in seniority order, and then to staff assigned to Citywide programs located within the district and then to other staff from other districts in seniority order.

**FOR WEEKEND PER SESSION**, staff who completed a minimum of ten days of satisfactory weekend service in the school year 1997-1998 School/CSE Assessment Staff activity shall have the opportunity to claim retention to the district in which service was rendered. If the ten days of weekend service were rendered in different districts, member shall have the priority to claim retention to one of the districts. After the awarding of weekend positions based upon retention, priority for weekend positions in the district shall be given to staff assigned to the district in seniority order and then to staff from other districts in seniority order.

**FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS AUDIOLOGISTS** - Priority of assignment in the following order:

- 1) Teacher of Speech improvement who has earned retention to that position
- 2) Appointed Teacher of Speech Improvement in Districts 1-32 and/or High Schools.
- 3) Assigned Teacher of Speech Improvement in Districts 1-32 and/or High Schools
- 4) Teacher of Speech Improvement appointed or assigned to another district.

**FOR TEACHERS OF SPEECH IMPROVEMENT SERVING AS SPEECH AND LANGUAGE EVALUATORS:** Priority of assignment in the following order:

- 1) Teacher of Speech improvement who has earned retention to that position.
- 2) Appointed Teacher of Speech Improvement in Districts 1-32 and/or High Schools.
- 3) Assigned Teacher of Speech Improvement in Districts 1-32 and/or High Schools.
- 4) Teacher of Speech Improvement appointed or assigned to another district.

**FOR GENERAL EDUCATION AND SPECIAL EDUCATION TEACHERS** - Priority of assignment in the following order:

- 1) Teacher who has earned retention to that position.
- 2) Demonstrated experience with current curriculum standards preferred.
- 3) Demonstrated experience writing SMART goals preferred.
- 4) Experience implementing the current SOPM preferred.

**FOR NYS CERTIFIED BILINGUAL TEACHERS TO SERVE AS TRANSLATORS** - Priority of assignment in the following order:

- 1) Trained pedagogical Translators with satisfactory participation in previous per session activities
- 2) Pedagogical personnel who have completed Translator Training but have not worked yet

**DUTIES/RESPONSIBILITIES:**

Assessment staff is responsible for developing and reviewing clinical and educational reports and IEPs, which are critical to the proper placement of children in special education classes and programs, as appropriate to the above titles.

**WORK SCHEDULE:**

As needed during the school year 2023 2024 on or after TBD and before June 30, 2024, based on funding availability

**Session A:** Three hours on Tuesday through Thursday between 4:00PM and 7:00PM

**Session B:** Five hours on Saturdays and/or Sundays between 8:30AM and 1:30PM with no lunch period

**Session C:** Mid-Winter Recess between 8:30AM and 1:30PM with no lunch period

**Session D:** Spring Recess between 8:30AM and 1:30PM with no lunch period

The per session schedule shall begin and end on such dates that meet the needs of the students only where caseload and/or lack of DOE qualified daytime staff exist. UFT employees will receive five days' notice if his/her position is eliminated in accordance with Collective Bargaining Agreements. If the position is restored during the per session cycle, the employees shall be returned to the per session activity as per Collective Bargaining Agreement.

The regular workday of School Social Workers and School Psychologists selected for after-school per session positions may be scheduled to start before 8:00 a.m. on days necessary to assure timely arrival of employees at the per session site. Employees shall bring work with them from their regular workday in order to complete such work during their per session employment to the extent that time is available.

**SALARY:**

Per session rate as per UFT Collective Bargaining Agreement. Contingent Upon Funding Availability.

**APPLICATION INSTRUCTIONS:**

Applications must be entered **on-line** by **1/17/24**. Applications may be entered online via the web 24 hours per day/ 7 days per week at:

[https://forms.office.com/Pages/ResponsePage.aspx?id=tyxJGEXvYUWFcQx5fesB\\_NYJEARYwpAtuKqwiOLgw9UQk1CQjMwMUIZRzYyQ09CN04xSFIOUJHNI4u](https://forms.office.com/Pages/ResponsePage.aspx?id=tyxJGEXvYUWFcQx5fesB_NYJEARYwpAtuKqwiOLgw9UQk1CQjMwMUIZRzYyQ09CN04xSFIOUJHNI4u)

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail [specialpersession@schools.nyc.gov](mailto:specialpersession@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

**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.***