



Department of
Education

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

Date Posted: 4/9/2024

Deadline: 6/26/2024

SY24-25 PER SESSION VACANCY NOTICE # 1109

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Office of Student Enrollment

Pupil Accounting School Secretary

Approximately 5 positions based on budget availability, and not guaranteed. Training is mandatory. There will be two work assignment schedules based on the needs of the office. This assignment is for **active and retired licensed NYCPS (NYC Public Schools) School Secretary** to meet with families to provide enrollment counseling and placement options for students ages 0-21. **Exact number of days and hours to be determined.**

Schedule A will commence on **August 12, 2024 – August 30, 2024**

Schedule B will commence on **September 3, 2024 – September 30, 2024**

Training will be **August 6, 2024 – August 9, 2024**. Training locations will be shared prior to the training dates

LOCATION:

Per-Session positions are available in all 5 boroughs. Exact locations to be determined and all work location assignments may be subject to change. Prior locations are not guaranteed.

Work assignment is in person

ELIGIBILITY REQUIREMENTS:

Active or Retired licensed and appointed secretary with Pupil Accounting Secretary experience.

SELECTION CRITERIA:

- At least four (4) years of satisfactory experience in your last position within the NYCDOE.
- Satisfactory ability to provide exceptional customer service (oral and written) to every family.
- Satisfactory ability to differentiate between enrollment policies for children ages 0-3, children who are 3-K or Pre-K aged, children who are in elementary school, children who are in middle school, and children who are in high school.
- Satisfactory ability to enter every family visit or phone call into Service Cloud, in accordance with office guidelines and practices for completed cases.
- Satisfactory ability to be a team player, collaborating and supporting colleagues and supervisors as needed / requested.
- Satisfactory ability to seek assistance and request support from supervisors and/or colleagues, as needed.
- Demonstrated adherence to all OSE protocols regarding but not limited to communication, case escalation, and placement.
- Satisfactory ability to speak and respond to families, colleagues, principals, and other school staff, etc. in a timely, professional, and courteous manner (oral and written).
- Demonstrated command of technology, including computer skills, hardware, and systems, to perform job functions. This includes Office 365 – OneDrive, SharePoint – and Microsoft Office –Excel, TEAMS, Word – as well as Find a School, 3-K/Pre-K Finder, ATS, My Schools, SESIS, and ORACLE/Service Cloud.
- Ability to work and multi-task in a fast-paced environment both individually and in teams, both remotely and in-person.
- Satisfactory experience in and knowledge of NYCDOE schools.
- Ability to communicate effectively in written and spoken English.

- Ability to communicate in languages other than English preferred.
- Achieved Satisfactory or Effective or Highly Effective ratings for the past two years.
- Excellent record of attendance
- Fall Back to School Enrollment Per Session will have two work assignment schedules to select from. You can select both or one of the work assignments. Must be able to work all weekdays on a flexible schedule, up to 7 hours per day, between 7 a.m. and 9 p.m. Fall Back to School Per Session schedule to be determined and subject to change. Work assignment is in person

Schedule A will commence on August 12, 2024 – August 30, 2024

Schedule B will commence on September 3, 2024– September 30, 2024

DUTIES/RESPONSIBILITIES:

- Training is mandatory. Training will be August 6, 2024, through August 9, 2024. Candidates who are not able to attend the scheduled training session will not be hired.
- Arrive or check in promptly and be prepared to work at your assigned time.
- Perform a variety of roles including greeting families, triage counseling families, and using various DOE online systems, including ATS, Service Cloud, Student Profile, Office 365, and MySchools.
- Provide exceptional customer service (oral and written) to every family, appropriately engaging the family to determine the purpose for their visit.
- Enter every family visit or phone call into Service Cloud, in accordance with office guidelines and practices for completed cases and organize cases for counselors.
- Collaborate and provide support to colleagues and supervisors as needed or requested.
- Seek assistance from supervisors and/or colleagues as necessary.
- Coordinate interpretation services and provide documents and forms in translation for families as needed.
- Maintain security and confidentiality of OSE forms and student-related documents and information.
- Report to your director / site supervisor any case where abuse, suicidal thoughts, or bullying are apparent.
- Adhere to all laws, rules, regulations, and policies related to the enrollment of students in temporary housing including students living in domestic violence shelters, unaccompanied youth, students with disabilities, LGBTQ and gender non-conforming / gender expansive, students with accessibility needs, students returning from incarceration or treatment programs, Multilingual Learners, etc.
- Speak and respond to all families, colleagues, principals and other school staff, etc. in a timely, professional, and courteous manner.
- Use Service Cloud, MySchools, ATS, Microsoft Outlook, and Office 365 to perform job functions.
- Look up student information and register students in ATS.
- Support general operations of sites as needed.
- Answers and directs incoming phone calls.
- Provides general administrative support to the Family Welcome Center including faxing, scanning, copying, filing, and mailing.

WORK SCHEDULE:

Ability to work on all weekdays between **August 12, 2024 - August 30, 2024, (Schedule A) and/or September 3, 2024 – September 30, 2024 (Schedule B)**, on a flexible schedule, up to 7 hours per day, between the hours of 7 a.m. and 9 p.m. Staff may be asked to work more than 7 hours per day if required. Specific hours and schedules are not guaranteed. Fall Back to School Per Session_Schedule to be determined and subject to change.

Training will be conducted August 6, 2024, through August 9, 2024. Training locations and times will be shared prior to training.

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.

- Per session salary as per Collective Bargaining Agreement according to most current contractual per session rate.
- You will be paid for the position you are hired for, NOT the last full-time position you held.
- Training Rate will be paid for training days.
- Transportation and out-of-pocket expenses will not be reimbursed.

APPLICATION INSTRUCTIONS:

Please **apply online** by clicking on the following link: <https://www.nycenet.edu/offices/dhr/DPPHiring>.
Paper applications **will not** be accepted.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail registrationstaff@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 New York City Department of Education (DOE) to provide equal employment opportunities in accordance with applicable laws and regulations and 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 (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), military status, unemployment status, prior record of arrest or conviction, caregiver status, consumer credit history, predisposing genetic characteristics, salary history, sexual and reproductive health decisions, or status as a victim of domestic violence, sexual offenses, or stalking, and to maintain an environment free of harassment on any of the above protected classifications, including sexual harassment and retaliation. For more information, please refer to the DOE Non-Discrimination Policy: <https://www.schools.nyc.gov/about-us/policies/non-discrimination-policy>

APPROVED BY: 
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.***