



Department of
Education

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

Date Posted: 5/13/2024

Deadline: 6/10/2024

SY24-25 PER SESSION VACANCY NOTICE # 1213

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Educational Paraprofessional – Special Education (Positions available 8) – Summer programming for 3-K and Pre-K students in special classes in NYCPS Pre-K Centers, to take place Summer 2024 to August 12, 2024 in an in-person learning environment.

The New York City school system is the largest in the country, composed of approximately 1 million students and 75,000+ teachers in over 1,800 schools. There is a broad consensus that high-quality, full-day Pre-K helps children succeed in school and in life. Research shows that Pre-K reduces income inequality and increases social mobility and long-term educational gains for children. Every student in New York City deserves an opportunity to have the foundation of skills, knowledge, and approaches to learning needed to be ready for school and ultimately, college and careers. Pre-K helps develop critical vocabulary, oral language, and problem-solving skills, establishes strong partnerships with families from the beginning, and raises academic success across all income and racial groups. To that end, New York City Public Schools is committed to providing Pre-K to all of NYC's children.

Select Pre-K Centers will serve 3-K and Pre-K students in self-contained special education classes during the summer months in an in-person learning environment. Services will be provided for a subset of students with IEPs who need intensive summer supports, and to prevent regression during the summer months. 3-K and Pre-K students will be served in 6:1:2, 8:1:2, and 12:1:2 special classes.

LOCATION:

District 2 3K/Pre-K Centers at 2 Washington Street, New York, NY, 10004

ELIGIBILITY REQUIREMENTS:

Current, appropriately licensed NYCPS Educational Paraprofessional employed in a District School or NYCPS Pre-K Center.

SELECTION CRITERIA:

1. Applicants must be available for in-person assignment.
2. Satisfactory performance for the past two years
3. No substantiated allegations of misconduct stemming from an OSI or SCI investigation or any misconduct that has led to the filing of disciplinary charges within the past three years (does not preclude staff with less than three years of service).
4. Satisfactory record of attendance and punctuality
5. Preference for Educational Paraprofessionals who currently work with students at the Pre-K Center or district school during the school year, to provide continuity for students and prevent substantial regression during the summer months.
6. Knowledge and experience working with NYCPS Pre-K Centers.
7. Demonstrated knowledge of techniques and approaches with students with disabilities.
8. Demonstrated successful experience working with students with academic, social and/or emotional difficulties and/or communication disorders.
9. Ability to work 5 days per week for up to 6 hours and 20 minutes per day, between the hours of 8am and 4pm.
10. Satisfactory performance rating over past two years.
11. Demonstrated ability to work with school-based staff, students, and parents.
12. No substantiated allegations of misconduct stemming from an OSI or SCI investigation or any misconduct that has led to disciplinary action.

DUTIES/RESPONSIBILITIES:

1. Work under the direct supervision of the Pre-K Principal.
2. Execute all goals and expected outcomes of the Pre-K Center summer program, including implementing activities aligned with IEP goals, the Prekindergarten Foundation of Common Core and Early Learning Outcomes Framework, and the Early Childhood Framework for Quality.
3. Based on IEP/504s, assist 3-K and Pre-K children with special needs, management issues, and/or health needs (including toileting and mobility).
4. Support students that need intensive summer supports.
5. Work with individual and/or small groups of students to implement activities linking learning to curriculum.
6. Assist with classroom management.
7. Maintain daily log of activities.
8. Other duties and responsibilities that program may require in accordance with the UFT Collective Bargaining Agreement.
9. May be required to work remotely, if necessary.

Note: All sites are staffed with a school custodian and school safety agent. All sites will also receive the services of a full-time or itinerant nurse, based on site size and medical needs of students, or as need arises. All centers are staffed with supervisory personnel including a Pre-K Principal and in some cases, Assistant Principals. These individuals may be stationed at a single site or may be itinerant. They serve as the supervisors of pedagogical staff.

WORK SCHEDULE:

Instructional Days: Monday – Friday commencing July 2, 2024 to August 12, 2024

Instruction Hours: Monday through Friday; up to 6 hours (minus 30 minutes of unpaid lunch) per day

8:00 AM - 2:20PM

Professional Development: Staff Orientation/ Pre-service professional development is **mandatory** for all ESY teachers.

Mandated PD will be held on Date TBD and July 1, 2024.

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:

Please apply by emailing a cover letter and resume to Angela Rodriguez-Principal at Arodriguez153@schools.nyc.gov

Deadline to apply is June 10, 2024

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail arodriguez153@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: *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.***