



Department of
Education

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

Date Posted: 9/4/2024
Extended Deadline: 11/30/2024

EXTENDED SY24-25 PER SESSION VACANCY NOTICE # 1534

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Title sought: Supervisor, Education Administrator, Principal, Assistant principal

Division: The Division of Instructional and Information Technology (DIIT)

Per Session Position Title: Special Education Data Management System Support Specialist

Role Description: seeks a Special Education Data Management System (SEDMS) Support Specialist to work closely with DIIT staff to advise on training and communications for the roll-out of the Special Education Data Management System (SEDMS) system. The Support Specialist develops a training plan and training materials in collaboration with DIIT and relevant staff from the Division of Inclusive and Accessible Learning (DIAL).

One position available.

Work supervisor: AnnMarie Dull, adull@schools.nyc.gov

LOCATION:

New York City Department of Education, a combination of remote and on-site locations.

ELIGIBILITY REQUIREMENTS:

Possession of a Regular New York City License and/or New York State Certification as School and/or District Leader, Principal, Assistant Principal, Education Administrator, Director.

SELECTION CRITERIA:

- Eligibility to work per session.
- Satisfactory record of attendance and punctuality.
- No substantiated allegations of misconduct stemming from an OEO, OSI, or SCI investigation or any misconduct that has led to the filing of disciplinary charges within the past three years.
- Willingness and ability to attend scheduled meetings virtually and/or in person.
- Knowledge of special education identification and Individualized Education Plan (IEP) processes and policies.
- Experience with training staff in a variety of roles on special education systems and policies.

DUTIES/RESPONSIBILITIES:

Under the direction of DIIT/SEDMS teams and DIAL partners, the Support Specialist will:

- Develop a training plan, including delivery of live training sessions, for SEDMS, differentiated by user role and/or module.
- Develop and facilitate differentiated training materials, including but not limited to: user guides, synchronous/live learning activities, asynchronous learning activities, facilitator guides for live PL sessions, short videos, presentations materials, etc.
- Assist in the planning and organization of professional learning opportunities, including but not limited to registration, evaluation, attendance reconciliation, CTLE, etc.
- In consultation with DIAL, review existing SESIS training materials and consider whether additional materials should be adapted for SEDMS.
- Other related duties as assigned.

WORK SCHEDULE:

October 3, 2024 - June 30, 2025. Not to exceed 150 hours (depending on and may vary based on funding availability) across various dates and times during the summer. Schedules will be developed in consultation with the per session activity supervisor and are determined by need and availability.

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:

Send application: OP 175, copy of resume and cover letter by 11/30/24 to: AnnMarie Dull, adull@schools.nyc.gov

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please email AnnMarie Dull, adull@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 Capital

Chancellor's Regulation C-175

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.***