



Department of
Education

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

Date Posted: 10/29/2024

Deadline: 11/27/2024

SY24-25 PER SESSION VACANCY NOTICE # 1783

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AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)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

Case Coordinator for Weekend Academy (SUPERVISOR)

LOCATION:

Flexible location, with access to computer, WiFi, and space appropriate for managing confidential information

ELIGIBILITY REQUIREMENTS:

- A valid New York State certification as a School Administrator and Supervisor (SAS), School District Administrator (SDA), School Building Leader (SBL), School District Leader (SDL)
- Currently appointed as a full-time Assistant Principal, Principal, Education Administrator, Supervisor of or Special Education Teacher with a School Building Leader (SAS/SBL) Certificate, or School District Leader (SDA/SDL) Certificate
- Three (3) years of experience as an Administrator in NYCPS

SELECTION CRITERIA:

At least three (3) years of satisfactory experience within the NYCPS.

Preference given to staff supporting Weekend Academy programming

Preference given to staff currently supporting the Office of Related Services

Experience with managing large data sets effectively.

Proficiency with SharePoint, Excel, and Microsoft Teams.

Experience initiating and facilitating ongoing family engagement as well as supporting collaborative conversations.

Works well in cross disciplinary environments.

Able to work effectively with cross-functional teams and promote interdisciplinary collaboration.

Effective communicative skills to facilitate a harmonious environment between all disciplines, families and students.

DUTIES/RESPONSIBILITIES:

- Schedule students whose families completed the Weekend Academy Survey and selected a preferred site for relevant related services.
- Connect with families to acknowledge receipt of their survey response and schedule convenient time for them to receive services at Weekend Academy.
- Support ongoing communication with and between families and on-site Related Service Providers, Clinical Supervisors, Site Administrators and any relevant staff.
- Connect with Weekend Academy Related Service Providers to notify them of scheduling updates
- Maintain necessary documentation (including but not limited to: updating survey logs, updating provider schedules, connecting with families, relevant in-person weekend academy staff, NYCPS and non-public school stakeholders)
- Review and ensure the maintenance of necessary records, including caseloads, schedules (workloads), EA SESIS documentation.
- Awareness of providers' schedules and transition students and families to scheduled therapy sessions if needed.
- Support communication and collaboration between Teachers of Speech Improvement, Related Service Providers, Special Education team, and parents/guardians.

- Support in contracting out process as necessary.
- Collaborates with weekend academy clinical supervisors to coordinate backup/alternate related service provider coverage
- Maintain a remote work log
- Connect with Weekend Academy colleagues throughout the week to support Weekend Academy programming inclusive of, but not limited to:
 - Staffing, scheduling, operational support, determining site capacity.
 - Ensuring upcoming supervisor is aware of staff on site, students who are scheduled, students who are in need of scheduling, etc.

WORK SCHEDULE:

Participate in Mandatory Supervisor Orientation & Case Coordinator on DATE(s) TBD from 04:00-7:00 pm (subject to change)
Up to 10 hours a week, subject to change, depending on survey results. Remote work cannot overlap with In-person responsibilities.

Key dates:

Weekend Academy for staff and students will begin November 2024 and operate through the Weekend ending June 08, 2025, excluding the following dates:

- 2024: Weekends of 11/09/2024, 11/30/2024, 12/21/2024, 12/28/2024
- 2025: Weekends of 01/18/2025, 02/15/2025, 02/22/2025, 04/12/2025, 04/19/2025, 05/24/2025

Reduction in Per Session Positions: If the number of per session positions in an activity is reduced, teachers will be released on the basis of least seniority in the activity. If positions are subsequently restored within a year in the per session activity teachers shall be reemployed on the basis of seniority.

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:

[Case Coordinator Weekend Academy Supervisor](https://forms.office.com/r/Wq4bgq5VaP) or <https://forms.office.com/r/Wq4bgq5VaP>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

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