



Date Posted: 5/19/2021
Deadline: 6/16/2021

PER SESSION VACANCY NOTICE # 0036

2021-2022

PLEASE POST

(CONTINGENT UPON FUNDING AVAILABILITY; this position is subject to budget approval and availability and may be withdrawn at any time)

POSITION:

UFT Educational Paraprofessional (Approximately 20 positions)

Summer Rising 2021 will feature both in-person and remote learning opportunities for high school students. High School Summer Rising teachers will be expected to conduct their duties in-person at their Summer Rising Site and will be expected to teach students who are attending in-person and remotely or a combination of in-person and remote students.

LOCATION:

Adult Education sites throughout the five boroughs

ELIGIBILITY REQUIREMENTS:

Currently employed as an UFT Educational Paraprofessional in the New York City Department of Education

SELECTION CRITERIA:

- Willingness to carry out the above duties and responsibilities
- Excellent attendance, punctuality, organization and management skills
- Demonstrated ability to work with school-based staff and students
- Computer proficiency- Microsoft Office
- Device and internet connection that can support any learning platforms
- Satisfactory /developing or higher rating for last 2 years during which a rating was provided
- Satisfactory record of attendance and punctuality
- Applicants must be available for in-person assignment.
- With respect to new applicants, preference will be given to staff who work in the school(s) within the Summer Rising affiliation.
- Preference will be given to TABE and Best Plus certified staff or staff willing to become certified prior to the beginning of the activity. To view the training assessment dates please click on the link: <http://www.eventbrite.com/o/nyc-regional-adult-education-network-7530947179>

DUTIES/RESPONSIBILITIES:

- Must attend mandatory Professional Development during program hours. PD dates will be announced at a later time.
- Work under the direct supervision of the school site supervisor
- Assist administrators, teachers, and/or other school-based staff, as required
- Collaborate with teachers and support staff to register and assess students using the TABE and Best Plus assessments (must be TABE and/or Best Plus Certified)
- Maintain daily log of activities, attendance and other pertinent data
- Assist with attendance procedures, which may include utilizing the ASISTS system and attendance outreach

WORK SCHEDULE:

July 6, 2021- August 13, 2021 (up to maximum 200 hours)

Monday- Saturday, (Morning, Afternoon and Evening) 5 days | 4 days | 3 days | 2 days | 1Day

*Hours granted on a needed basis and times may vary based on site availability

HOURS UP TO, BUT NOT LIMITED TO THE APPROXIMATE NUMBER OF HOURS LISTED. ADDITIONAL HOURS GRANTED UPON THE APPROVAL OF THE HIRING MANAGER.

SALARY:

Per Session rates as per the relevant union/organization of the advertised title (UFT - Collective Bargaining Agreement). Contingent Upon Funding Availability.

APPLICATION INSTRUCTIONS:

- All staff interested in this per session opportunity should apply.
- Applicants must be available for in-person work for the full activity.
- Applicants with a reasonable accommodation to work remotely in the 2020-2021 school year who choose not to apply for the 2021 Summer Rising program will not lose retention rights (if applicable).
- Applications must be entered on-line by 6/16/21. As of 5/19/21, applications may be entered online via the web 24 hours per day/ 7 days per week at <https://www.nycenet.edu/summerjobs>

See retention rights guidelines and other information on the “summerjobs” website and on the SITC InfoHub page.

Please complete the ONLINE Application at: <https://www.nycenet.edu/offices/dhr/DPPHiring>

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail ACCESShr@schools.nyc.gov

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

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.***