



**(CONTINGENT UPON FUNDING AVAILABILITY; this position is subject to budget approval and availability and may be withdrawn at any time)**

#### POSITION:

School Secretary  
Payroll, Pupil, Purchasing, Principal Secretary  
Approximately 1 to 2 positions  
Brooklyn North Borough Office

#### LOCATION:

P.S. 250 George H. Lindsay, 14K250  
108 Montrose Ave Brooklyn, NY 11206

#### ELIGIBILITY REQUIREMENTS:

Licensed NYC DOE School Secretary

#### SELECTION CRITERIA:

- At least three (3) years of satisfactory ( Highly Effective/Effective) experience within the NYCDOE
- Currently working or retired from the NYCDOE as a licensed DOE payroll secretary
- Willingness to carry out the above duties and responsibilities
- Ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols.
- Ability to perform general office management tasks.
- Ability to process school-wide payroll.
- Ability and/or willingness to utilize office equipment and software such as Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook) and Google Apps
- Ability and/or willingness to learn advanced skills in Microsoft Excel and accounting and inventory programs.
- Ability to implement the appropriate procedures regarding student and employee records in keeping with DOE regulations.
- Strong organizational skills to maintain payroll, purchasing and inventory records.
- Willingness to learn new skills and participate in professional development activities.
- Ability to effectively communicate orally and in writing with colleagues, parents, students, and the community.
- Ability to work in a fast-paced, multifaceted school environment, including the ability to multi-task

#### DUTIES/RESPONSIBILITIES:

- Performing School Secretary tasks in support of the learning community and focus of the school.
- Assisting Principal with clerical tasks such as updating calendar, making appointments, sending and receiving correspondence.
- Performing all functions of human services support, as they pertain to the role of school secretary, including payroll and employment processing.
- Performing all functions of pupil enrollment services, including but not limited to registration, transfers, maintaining required documentation of all enrolled students
- Performing pupil accounting, payroll, purchasing and supply duties using DOE systems and Microsoft applications
- Collaborating with all members of the main office staff to serve the school community
- Engaging and interacting with staff, parents, students, and the school community in a positive manner
- Additional responsibilities as needed

#### WORK SCHEDULE:

Various dates and times, weekdays, Winter 2022 through June 30, 2022

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 (Collective Bargaining Agreement). Contingent Upon Funding Availability.

**APPLICATION INSTRUCTIONS:**

Send application: OP 175, copy of resume and cover letter by **1/31/2022** to: [Ryoung13@schools.nyc.gov](mailto:Ryoung13@schools.nyc.gov)

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail Principal Robert Young at [Ryoung13@schools.nyc.gov](mailto:Ryoung13@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: *Peter Janniello Ph. D.*  
Executive Director Division of Human Capital

## 2021-22 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, 2021 and June 30, 2022, 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.***