



Department of
Education

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

Date Posted: 2/10/2023

Deadline: 3/10/2023

SY22-23 PER SESSION VACANCY NOTICE # 1653

2022-2023

PLEASE POST

(CONTINGENT UPON FUNDING AVAILABILITY; this position is subject to budget approval and availability and may be withdrawn at any time)

POSITION:

Bilingual Special Education Teacher Support Services (SETSS)/Small Group Instruction
Special Education Teacher with a Bilingual Extension – School Based Services

Bilingual Special Education Teacher Support Services will be available to students not enrolled in a bilingual special education class as recommended on their IEP. Bilingual special education teacher support services are made available to offer language support by a bilingual special educator, using a centralized literacy curriculum to help close gaps brought on by the pandemic disruption to learning through small group instruction. BSE SETSS will supplement but not supplant students' IEP programs and services. These services will be provided in the student's home language and English.

Teacher must hold a special education certification and bilingual extension, demonstrate language proficiency in the **recommended language of service on the student's IEP**. Teachers can teach under any NYC license if appropriately certified by NYSED as qualified to deliver bilingual special education.

Bilingual Special Educators will provide services to students with an IEP recommendation of bilingual instruction in core subjects (e.g., math, ELA, science, social studies). Students have been identified by the Special Education Office as recommended for bilingual instruction but are not currently receiving the recommended program. These services will be provided during the school day, after school, and may be delivered in person or remotely. Bilingual instruction through school based compensatory services will be provided in a group setting to the greatest extent possible to ensure student's opportunity to have meaningful engagement and discourse with peers both in English and the student's home language. These bilingual instruction services will support students' access to classroom instruction, increase content knowledge, support literacy skills and vocabulary. The format will be similar in design to special education teacher support services (SETSS) in a small group setting.

LOCATION:

- **School sites and remotely, city-wide**
 - Service will be provided, from various DOE locations in person at schools sites, or remotely from a DOE location, school site or another location, as directed by school administration in consultation with the SEO Bilingual Special Education team.
 - Site location, in person or remote, will be based on need to serve students requiring bilingual SETSS

ELIGIBILITY REQUIREMENTS:

NYC Department of Education Special Education Teacher with Bilingual Extension (SWD Certification Birth to Gr2, SWD Gr1-6, SWD Gr5-9 Generalist or Content, or SWD Gr7-12 Generalist or Content)

SELECTION CRITERIA:

Applicants must be available, either in-person or remote, depending on the eligible students and student groupings

- Applicants must possess a valid New York State teaching certificate in special education for the grade levels served and a bilingual extension.
- Preference given to Special Education teachers trained and currently providing bilingual instruction in a general or special education classroom or program.

- Ability and willingness to participate in all professional development sessions related to the bilingual special education and standard literacy curriculum.
- Demonstrate knowledge of, and experience with, small group instruction and individualized student support
- Demonstrate knowledge and experience in planning and delivering Specially Designed Instruction to students with disabilities and the needs of Multilingual Learners (ML) and English Language Learners (ELL)
- Experience successfully using assessment-driven instruction with specific learning assessments, explicit instruction and offering direct feedback.
- Demonstrate knowledge of and experience with monitoring student engagement.
- Knowledge and demonstrate understanding of standards-based teaching, learning and assessment as presented in the New York State Standards, Next Generation Learning Standards
- Knowledge and demonstrate understanding of language progressions and stages of language progression to support MLs and ELLs.
- Demonstrate ability to communicate effectively both orally and in writing in both English and the student's home language of eligible students
- Teachers with a Satisfactory or Overall Developing or higher rating in current Department of Education position for the past 2 years in which ratings are provided (does not apply to new teachers)
- For teachers covered by Advance, 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 years¹³. Satisfactory record of attendance and punctuality

DUTIES/RESPONSIBILITIES:

- Provide bilingual instruction with special education supports and modifications using supplemental materials and centralized curriculum
- Participate in the centralized literacy curriculum training date(s) to be determined
- Provide bilingual instruction in literacy
- Provide translated materials in the student's home language
- Collaborate with the classroom teacher, ENL and other service providers to ensure that services are focused on student previous progress, especially where language supports needed
- Maintain necessary records, including entering Encounter Attendance in SESIS and provide appropriate progress monitoring
- Communicate with parents/guardians in the student's home language to schedule services as needed and as directed by SEO Bilingual Special Education team.

WORK SCHEDULE:

Per session activity outside of school hours after before school (before 8:00am), after school (after 2:30 pm) or Saturdays 8:00am to 4:00pm. Tentative start date March 2023, through June 30, 2023.

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:

Please send OP-175 application BSESETSS@schools.nyc.gov, include in subject line BSE SETSS application.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail BSESETSS@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: *Peter Janniello Ph. D.*
Executive Director, Division of Human Resources

2022-23 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, 2022 and June 30, 2023, 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.***