

**District 75/Citywide Programs
400 First Avenue
New York City, New York 10010**

Date: October 11, 2011

District 75 Per Session Vacancy Circular # 11, 2011-2012

This per-session assignment is subject to funding availability

POSITIONS: District 75 SESIS Liaison/Transition Specialist (1 Position)

LOCATION: District Office
400 1st Avenue
New York, NY 10010

ELIGIBILITY: N.Y.C. Department of Education regularly licensed District 75 Social Worker

SELECTION CRITERIA:

- Excellent knowledge of the Special Education Student Information System (SESIS)
- Ability to meet established deadlines
- Satisfactory attendance and punctuality
- Excellent written and oral communication skills, with prior experience as a presenter and facilitator

DUTIES AND RESPONSIBILITIES:

- Facilitate the resolution of SESIS and transition issues for parents and staff
- Plan and present materials for distribution
- Attend parent and community based organizations (CBO) meetings and informational sessions as required
- Facilitate weekend and evening parent meetings and events related to Transition Services

HOURS: Select weekdays from 3:10 p.m. to 7:00 PM and weekend and school holidays, as scheduled (Approximately 100 total hours)

SALARY: Commensurate with Collective Bargaining Agreement

APPLICATION: Submit cover letter and an OP-175 application for per session employment (OP 175) which is available in the schools, by **November 4, 2011** to:

Gary Hecht, Superintendent
ATT: Maria Velez
District 75/Citywide Programs
400 First Avenue
New York, New York 10010

PLEASE INCLUDE THE CIRCULAR NUMBER ON YOUR APPLICATION (OP 175)

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 in writing (Form OP 175W) and receive written 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.*** Depending on the location of the activity, request for waivers and supporting documentation (see Form OP 175W) should be sent to the following:

SCHOOL/DISTRICT/BOROUGH Positions: Your Children First Network's HR Director.

Central Positions: Division of Human Resources - 65 Court Street (Room 815) Brooklyn, New York 11201.

For Principal Per Session Activities Only – Principals must submit a per session waiver request to their Superintendent using the current WEB online per session request system in FAMIS.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D