



**THE NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 Court Street, Brooklyn, N.Y. 11201**

**Post date:** November 14, 2011

**Deadline:** December 13, 2011

**DISTRICT 75 PER SESSION VACANCY CIRCULAR # 16 , 2011 - 2012 Please Post**  
(Subject to Budget Availability)

**POSITION:** Attendance Teacher [SED funded 100% reimbursable]

**LOCATION:** District 75/ Citywide Programs AIDP/STH  
400 First Avenue Rm: 113  
New York, NY 10010  
Various Temporary Housing Facilities

**ELIGIBILITY:** New York City Department of Education regularly appointed Attendance Teacher currently serving in District 75

**SELECTION CRITERIA:**

Experience working with low-incidence populations attending D-75 schools;  
Experience working with students & families who live in temporary housing facilities;  
Familiarity with Regulations of the Chancellor # A-780 "Students in Temporary Housing";  
Willingness to travel in all five boroughs as needed;  
Satisfactory rating for the 2010-2011 school year

**DUTIES/ RESPONSIBILITIES:**

Under coordination from the D-75 AIDP/STH Program:

Provide attendance outreach in the form of home visits to families and students;  
Articulate with Community School District staff, shelter-based staff and parents;  
Provide attendance services related to students in temporary housing;  
Facilitate attendance improvement initiatives for D-75 students.

**SALARY:** Per session rate as per UFT Collective Bargaining Agreement

**HOURS:** 3:30 P.M. – 6:30 PM (Weekend and holiday hours as needed)  
Approximately 60 total hours total from January 2 – May 31, 2012

**APPLICATION INSTRUCTIONS:**

Scan a signed copy of Form OP-175 (available in schools and on the DOE website) and send, via email, to:  
Paul Cooper: [Pcooper2@schools.nyc.gov](mailto:Pcooper2@schools.nyc.gov)

Include the above per session vacancy circular number in the OP-175

**NOTE:** The filling of all positions is subject to budget availability and/or grant funding.

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, requests 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 (Rm. 801), Brooklyn, NY 11201.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

APPROVED: Catherine Ammirati