PLEASE POST

NEW YORK CITY PUBLIC SCHOOLS

HS for Construction Trades, Engineering & Architecture — District 27 — School Q650

94-06 104th Street, Ozone Park, NY 11416

Circular #: 4

2026-2027

Date Posted: May 8, 2026 | Application Deadline: Jun 26, 2026

PER SESSION VACANCY CIRCULAR

Club Moderator

POSITIONS AVAILABLE
30

PROPOSED WORK SEASON
School Year

CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.

POSITION

Name: Club Moderator
Approximate Number of Positions Available: 30
School Name: High School for Construction Trades, Engineering & Architecture
Additional Description: GSA MSA Strength & Conditioning Fitness Dreamcatchers Badminton Debate Chess Arch & Design History Renaissance Music Environmental SGO Theater Arts NHS Volleyball Dream Catchers Robotics Spice Robotics Culture Yearbook ETC ... **Please note that clubs will only be funded based upon student interest and participation. If your club is approved, you will be notified in writing, and only at that point should you begin to conduct your club activities. A minimum of 10 students will be required for each club. Attendance sheets must be attached to per session forms.

LOCATION

High School for Construction Trades, Engineering & Architecture

Remote per session work may only be performed for professional development participation/facilitation and other duties as allowed by C-175 regulations and current DHR guidelines. Additional Superintendent and DHR approvals are required for other remote work.

ELIGIBILITY REQUIREMENTS

New York City Licensed Teacher

SELECTION CRITERIA

Currently effective or highly effective as evidence in Advanced. Satisfactory performance from September 1, 2025 to June 30, 2026 Excellent attendance and punctuality and communication skills Good communication skills Ability to relate in a positive manner with administrators, supervisors, staff, students.

DUTIES / RESPONSIBILITIES

Organize all aspects of the club Organize and keep records for all club activities Submit constitution and bylaws for your club Monitor school performance of all potential participants Accurate maintenance and timely submission of all forms related to the club Daily attendance sign-in/out sheets must be provided with per-session form in order to be compensated

WORK SCHEDULE

25 hours Per Semester: : Ongoing throughout the year fromSeptember 2026 - June 2027 (before/after school) If more than one moderator per club then all moderators share 25 hours.
Proposed Work Season: School Year
Hours up to, but not limited to, the approximate number of hours listed. Additional hours may be granted upon approval of the hiring manager.

SALARY

The pay rate is dependent on the contractual designation and the relevant union or organization associated with the advertised title, as outlined in the Collective Bargaining Agreement.
Pay Designation: As per collective bargaining agreement

Club Moderator -- continued

APPLICATION INSTRUCTIONS

All UFT and CSA per session applications must include a complete OP-175 form. Applications for DC 37 Extra Hours do not require a complete OP-175 form. All applications must include the Vacancy Circular number specified above.

Application Process: Current resume, letter of interest and completed OP 175 form to: (please print and submit) Nicole Cetra, Payroll Secretary 94-06 104th Street Ozone Park, NY 11416

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 through 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.

Visit the NYC Public Schools website for more information on per session opportunities: https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs

The New York City Department of Education is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other protected characteristic as established by law.

APPROVED BY: _____