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 #: 26

2026 - 2027

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

PER SESSION VACANCY CIRCULAR

Advanced Placement Coordinator

POSITIONS AVAILABLE
1

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: Advanced Placement Coordinator
Approximate Number of Positions Available: 1
School Name: High School for Construction Trades, Engineering & Architecture

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

Two or more years of successful teaching experience at the High School for Construction Trades, Engineering, and Architecture.Currently effective or highly effective as evidence in Advanced.
Excellent attendance and punctuality.
Excellent Organization.
Support the mission of the school.
Considerable knowledge of College Board protocols and testing requirements. General knowledge of the principles of supervision, organization and administration
Currently effective or highly effective as evidence in Advanced.

Advanced Placement Coordinator -- continued

DUTIES / RESPONSIBILITIES

- Coordinates with instructors for the purpose of ensuring AP course audits are complete and courses are certified through The College Board
- Establishes protocols for AP exam fees, waivers and registration deadlines for the purpose of ensuring the success of the program.
- Organizes and supervises student exam registration (e.g. selection of appropriate exams, collection of fees, communication with student and parents regarding registration process and deadlines, etc.) for the purpose of ensuring proper and timely registration. Oversees the logistics of AP examinations (e.g. orders exams; secures, trains, and pays proctors; prepares testing rooms; receives and returns exam shipments, etc.) for the purpose of maintaining fidelity to AP examination procedure
- Participates in meetings, workshops, and seminars as assigned for the purpose of gathering and/or conveying information required to perform the functions
- Prepares AP exam data analysis reports (e.g. AP scores, PSAT AP Potential report, comparison of AP enrollment demographics to building demographics, calculation of AP exam participation over time, comparison of AP enrollment versus AP exam participation over time, etc.) for the purpose of measuring the success and growth of the program as well as opportunities.
- Promotes AP courses via various methods (e.g. students and parents information sessions, marketing collateral, AP website, social media presence, etc.) for the purpose of driving student participation.
- Reviews with SSD Coordinators any specifics regarding nonstandard accommodations, and prints NAR forms for the purpose of providing accommodations to SPED and 504 students.
- Verifies completion and submission of Annual AP Survey & Participation form with College Board for the purpose of continuing participation in AP testing program

WORK SCHEDULE

40 hours : Ongoing throughout the year from 9/2026 - 6/2027 (before/after school)
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

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: Print resume, letter of interest and completed OP 175 and submit to: 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: _____