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 #: 41

2026-2027

Date Posted: Jul 30, 2026 | Application Deadline: N/A

PER SESSION VACANCY CIRCULAR

COVERAGE COORDINATOR

POSITIONS AVAILABLE
1

PROPOSED WORK SEASON
See posting

POSITION

Name: COVERAGE COORDINATOR
Approximate Number of Positions Available: 1
School Name: HS for CTEA
Additional Description: Under supervision of the Assistant Principal supervising coverages, performs a variety of professional, And last minute tasks in facilitating teacher coverage assignments and student work.

LOCATION

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

Licensed N.Y.C. Secretary

1. Excellent attendance and punctuality.
2. Excellent organization skills.
3. General knowledge of the principles of supervision, organization and administration.

DUTIES / RESPONSIBILITIES

1. Photocopy all necessary coverage materials including attendance sheets for teaching classes
2. Organize all coverage materials
3. Perform other associated duties as assigned

WORK SCHEDULE

Number of hours needed to meet a total of 75 course hours in the fall and 90 course hours in the spring (75 minues in- school hours for fall, 90 minues in-school hours for spring), Per session rates as per UFT Collective Bargaining Agreement (subject to funding availability)
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.

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.

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: _____