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 #: Summer School # 1 2026

2026-2027

Date Posted: May 29, 2026 | Application Deadline: Jun 30, 2026

PER SESSION VACANCY CIRCULAR

Summer School Secretary

POSITIONS AVAILABLE
1

PROPOSED WORK SEASON
Summer 2026

POSITION

Name: Summer School Secretary
Approximate Number of Positions Available: 1
School Name: HS for CTEA
Additional Description: Currently appointed NYC Department of Education School Secretary

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

Associated Union Title: UFT

SELECTION CRITERIA

1. Ability to work with other secretaries, supervisors, other staff members and parents.
2. Good Attendance and lateness record.
3. Knowledge of DOE payroll, ATS and FAMIS, HSST, Microsoft Office.
4. Knowledge attendance procedures.
5. Good record keeping and timeliness skills

DUTIES / RESPONSIBILITIES

Student Attendance: maintain attendance records, scan and organize rosters, prepare and follow-up on attendance reports, assist with compliance as needed.
Support the administration team: type reports as needed, maintain reports for respective departments, coordinate meetings, professional development sessions and visitor requests. Maintain records for principal and main office dealings.
Parent outreach regarding attendance issues, occurrence reporting, disciplinary issues, school policy updates, return phone calls.
Contact parents on behalf of the principal.

WORK SCHEDULE

Proposed Work Season: Summer 2026
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.

Summer School Secretary -- 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: Send resume, letter of interest and completed OP 175 form to:
Nicole Cetra, Payroll Secretary
94-04 104th Street
Ozone Park, NY 11416
Application must be received by: June 30, 2026

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: _____