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 #: PSAL POSTING #1

2026-2027

Date Posted: Jun 5, 2026 | Application Deadline: Jun 26, 2026

PER SESSION VACANCY CIRCULAR

Athletic Director - 1 position - 116 hours (Contingent on PSAL funding)

POSITIONS AVAILABLE
1

PROPOSED WORK SEASON
See posting

POSITION

Name: Athletic Director - 1 position - 116 hours (Contingent on PSAL funding)
Approximate Number of Positions Available: 1
School Name: HS for CTEA

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

See posting

SELECTION CRITERIA

Satisfactory rating in current position for the past three (3) years
Knowledge of PSAL A.D. Handbook/regulations/procedures
Knowledge of Per Session regulation/Chancellor Regulation C-175
Ability to work with campus students, teachers, coaches, referees, PSAL liaisons
Must be able to coordinate the campus athletic program
Flexible hours including weekends/school vacations
Good attendance/sensitivity to students and ability to work with staff/parents
Excellent record keeping/organizational skills

DUTIES / RESPONSIBILITIES

Attendance at games, practices, meetings
Enforce eligibility regulations
Prepare schedules and monitor PSAL payrolls with payroll secretary
Distribute, collect and maintain equipment
Coordinate, order and repair of equipment
Fundraise to finance team costs
Follow all regulations for fund expenditures
Coordinate all game's security/supervisor/custodian
Report Statistical Data as well as reports on games to the PSAL

WORK SCHEDULE

Activity may be performed 7 days/week, but may not exceed (appx.) 116 hours; time begins before the beginning/end of the regular pedagogical day.
Hours up to, but not limited to, the approximate number of hours listed. Additional hours may be granted upon approval of the hiring manager.

Athletic Director - 1 position - 116 hours (Contingent on PSAL funding) -- continued

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.

Application Process: Print resume, letter of interest and completed OP175 form and submit to:

CTEA High School
Attention: Nicole Cetra, Payroll Secretary 94-04 104th Street
Ozone Park, NY 11416
Application must be received by6/26/2026

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: _____