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 #: 28

2026-2027

Date Posted: N/A | Application Deadline: N/A

PER SESSION VACANCY CIRCULAR

Provide students in temporary housing with tutoring in all subjects

POSITIONS AVAILABLE
1

PROPOSED WORK SEASON
See posting

POSITION

Name: Provide students in temporary housing with tutoring in all subjects
Approximate Number of Positions Available: 1
School Name: HS for CTEA

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

PERFORMANCE RESPONSIBILITIES:
1. Design curriculum and lesson plans for each session, addressing the respective skills needed to pass each class and any examinations in the assigned subject area.
2. Utilize mock regents' data and other assessments to provide targeted instruction in skill deficit areas for each student.
3. Maintain attendance and performance records for each student.
4. Conduct parent outreach for students with attendance/lateness concerns
5. Contact Administrative Team, Guidance, and Parents if the student does not adhere to the guidelines for after-school programs.

WORK SCHEDULE

Tuesday - Friday - minimum one day per week for at least 1 hour
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.

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
Application must be received by: 6/26/2026

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: _____