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 # 2 2026

2026-2027

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

PER SESSION VACANCY CIRCULAR

Teacher High School Summer School 2026

POSITIONS AVAILABLE
2

PROPOSED WORK SEASON
See posting

POSITION

Name: Teacher High School Summer School 2026
Approximate Number of Positions Available: 2
School Name: HS for CTEA
Additional Description: TEACHER (3) - Summer School 2025 Programs - HIGH SCHOOLS

1 - English	July 9, 2026 - August 17, 2026 (140 Hours)
1 - Social Studies	July 9, 2026 - August 17, 2026 (140 hours)

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

Possession of a Regular New York City License and/or New York State Certification as an English or Social Studies TEACHER; New York City License preferred

SELECTION CRITERIA

1 Effective or Highly Effective Rating from September 2025 through June 2026.
2. Satisfactory record of attendance and punctuality
3. Demonstrated knowledge and successful practice of computer management systems
4. Other criteria the individual district may require in accordance with the UFT Collective Bargaining Agreement

DUTIES / RESPONSIBILITIES

GENERAL DUTIES AND RESPONSIBILITIES

1. Enrolling classes and students in APEX online computer program.
2. Providing student orientation regarding program routines.
3. Distributing, collecting and evaluating course worksheets and materials.
4. Maintaining student attendance and progress reports.
5. Monitoring student performance and progress.
6. Providing individual tutoring as necessary.
7. Reaching out to parents if necessary.
8. Entering and reporting final grades.
9. Providing additional classroom services such as, but not limited to, distribution of transportation passes.
10. Participate in a 2-hour professional development training session related to the program.
11. Other duties and responsibilities that the individual district may require in accordance with the UFT Collective Bargaining Agreement

WORK SCHEDULE

Instructional Days: July 19 - Aug 17, 2025 Monday through Friday, 5 hours per day.
5 hours per day. (8:30 am - 1:30 pm) Per session rate as per UFT Collective Bargaining Agreement
Hours up to, but not limited to, the approximate number of hours listed. Additional hours may be granted upon approval of the hiring manager.

Teacher High School Summer School 2026 -- 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 and submit your resume and letter of interest along with an OP175, which must be submitted by close of business Monday, June 30, 2026 to: PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION
Nicole Cetra, Payroll Secretary
HS for Construction trades, Engineering & Architecture
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: _____