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 #: 2

2026-2027

Date Posted: May 8, 2026 | Application Deadline: Jun 26, 2026

PER SESSION VACANCY CIRCULAR

Testing Coordinator

POSITIONS AVAILABLE
2

PROPOSED WORK SEASON
School Year

CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.

POSITION

Name: Testing Coordinator
Approximate Number of Positions Available: 2
School Name: High School for Construction Trades, Engineering & Architecture

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

New York City Licensed Teacher

SELECTION CRITERIA

Two or more years of successful teaching experience Excellent attendance and punctuality.
Excellent organization.
Support the mission of the school.
Considerable knowledge of state and local testing requirements.
Considerable knowledge of the proper conditions, practices and procedures for testing.
General knowledge of the principles of supervision, organization and administration
Currently effective or highly effective as evidence in Advanced.

Testing Coordinator -- continued

DUTIES / RESPONSIBILITIES

Responsible for coordinating and administering the January and June Regent exams, PSAT, Baseline Assessment, Interim and Final Assessments.
Responsible for scheduling, posting, and communicating the PSAT, Baseline, Interim, and Final Assessment testing and proctoring schedule with room numbers in a timely and efficient manner. Responsible for scheduling, posting, and communicating the Baseline, Interim, and Final Exam tutoring schedule in a timely and efficient manner.
Responsible for scheduling and posting the teacher proctoring and grading schedule for the January and June Regents in a timely and efficient manner.
Collaborates with the AP in charge of testing to order sufficient quantities of Regent exams for the school, verifies shipment, and coordinates repacking and shipment of materials.
Ensures that the school always has adequate supplies for all exams; pencils, calculators, scantrons, etc. Assigns, trains, directs school aides assigned to assist with Regents and other exams to ensure adherence to established policies, procedures, and standards. Assists and advises school staff, as necessary, resolving problems as non-routine situations arise.
Conducts training sessions for teachers on proper conditions, practices and procedures for testing, as well as supervising school-wide coordination of test implementation; monitors proper use, and further dissemination and maintenance of score reports.
Ensures security of test forms and related materials and stores all testing material in a locked room at the school. Perform all other duties as assigned.

WORK SCHEDULE

125 Hours each position: Ongoing troughout the year from September 2026 - June 2027
Proposed Work Season: School Year
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.
Pay Designation: As per 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: Current resume, letter of interest and completed OP 175 to: (please print and submit) Nicole Cetra, Payroll Secretary 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: _____