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 #: 3

2026 - 2027

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

PER SESSION VACANCY CIRCULAR

Data Specialist

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: Data Specialist
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 at the High School for Construction Trades, Engineering, and Architecture
- Excellent attendance, punctuality and organization Support the mission of the school.
- Vast knowledge and experience with Excel.
- Considerable knowledge of data spreadsheets and CTEA's data software.
- Considerable knowledge of the proper conditions, practices and procedures for testing .

Currently effective or highly effective as evidence in Advanced.

DUTIES / RESPONSIBILITIES

1. Collaborate with the Assistant Principal of Administration to create and manage systems for the implementation of a data-driven instructional plan, including assessment calendars, team meeting structures, data reports, and analysis templates.
2. Generate data reports for the Baseline, Interim, and Final Assessments using the software and spreadsheets currently used by CTEA in a timely and efficient manner; ideally within 48 hours. Data reports must have the following: Item- level analysis, standards-level analysis, and bottom-line results.
3. Collect all standards/skills from teachers at least two weeks prior to the administration of all Baseline, Interim, and Final Assessments.
4. Submit all data reports for the Baseline, Interim, and Final Assessments to the department Assistant Principal, Assistant Principal of Administration, and teachers in a timely and efficient manner; ideally within 48 hours.
5. Files all data reports on an agreed upon school computer and binder. This information should be neatly organized by teacher, content, and date.
6. Conducts professional development to share strategies that will encourage staff engagement with data.
7. Responsible for finding innovation and best practices for analyzing and generating data reports.
8. Perform all other duties as assigned.

Data Specialist -- continued

WORK SCHEDULE

125 hours each position : Ongoing throughout the year fromSeptember 2026 - June 2027 (before/after school).
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 form 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: _____