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 #: 23

2026 - 2027

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

PER SESSION VACANCY CIRCULAR

National Honor Society Advisor (2)

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: National Honor Society Advisor (2)
Approximate Number of Positions Available: 2
School Name: High School for Construction Trades, Engineering & Architecture

LOCATION

HS 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

Currently appointed NYC Department of Education Faculty

SELECTION CRITERIA

1. Ability to work well with parents, supervisors and other staff members.
2. Ability to tend to students' requests and needs.
3. Good Attendance and lateness record.
4. Knowledge of National Honor Society rules and regulations.
5. Knowledge of computer applications that include Microsoft Office Suite (Word, Excel, Publisher)

DUTIES / RESPONSIBILITIES

AND RESPONSIBILITIES:
1. Responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
2. Develops a budget and an outline of activities for the principal's approval.
3. Processes induction information and coordinates the induction ceremony (e.g., notifies the principal, updates permanent records, sends paperwork to the National Honor Society headquarters, etc.).
4. Review each member for compliance with Society standards and obligations. Send letters to students and their parents or guardians regarding membership requirements, probation status, and termination.
5. Supervises the election and installation of National Honor Society officers.
6. Supervises approved fund raising projects.
7. Duties may require working extended hours and/or weekends.

WORK SCHEDULE

25 hours Per Semester : Ongoing throughout the year from 9/2026 - 6/2027 (after and/or before 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.

National Honor Society Advisor (2) -- 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.
Pay Designation: Per session rates as per UFT Collective Bargaining Agreement (subject to funding availability).

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: _____