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 #: 24

2026 - 2027

Date Posted: May 8, 2026 | Application Deadline: N/A

PER SESSION VACANCY CIRCULAR

BEFORE/AFTER-SCHOOL TUTORING SUBJECTS : ALL SUBJECTS

POSITIONS AVAILABLE
1

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: BEFORE/AFTER-SCHOOL TUTORING SUBJECTS : ALL SUBJECTS
Approximate Number of Positions Available: 1
School Name: High School for Construction Trades, Engineering & Architecture

LOCATION

H.S. 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

Licensed N.Y.C. Teacher 1. At least one year of successful teaching experience at the High School for Construction Trades, Engineering, and Architecture as evidenced in Advanced (Measures of Teacher Practice) Currently effective or highly effective as evidence in Advanced.
2. Excellent attendance and punctuality.
3. Excellent administration and organization skills.

DUTIES / 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.
6. Regents tutoring in January and June 2027
7. Submit attendance sheet and tutoring log along with time sheet and card

WORK SCHEDULE

Tuesday - Friday - 45 min before school or 2 hours after school per day
SPECIAL NOTE: Continuation based on a minimum of 7 students per session. Attendance records must be submitted with per session time sheets for each day of tutoring.
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: Per session rates as per UFT Collective Bargaining Agreement (subject to funding availability)

BEFORE/AFTER-SCHOOL TUTORING SUBJECTS : ALL SUBJECTS -- continued

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 and letter of interest, along with an OP175, indicating the posting # must be submitted by 6/26/2026 to: (please print and submit) Nicole Cetra, Payroll Secretary 94-06 104 th 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: _____