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 #: 30

2026 - 2027

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

PER SESSION VACANCY CIRCULAR

Literacy Leadership Team Leader

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: Literacy Leadership Team Leader
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. Teachers - English Teachers, ICT teachers, literacy/reading specialist

SELECTION CRITERIA

EXPECTATIONS:
To design comprehensive support for developing, implementing, and monitoring a literacy action plan for our school by building a data-driven culture of literacy.
The school literacy leadership leader has scheduled meetings every other Wednesday during school hours from 9:05- 9:56, and after school from 3pm-5pm for per-session. During these meetings, the Literacy Team will engage in discussions based on data collected during the BOY, MOY, and progress monitoring assessments to provide support for students who are developing and struggling readers.
The Literacy leadership team leader will begin assessing data for the 25-26 school year on October 26th, this data assessment will allow students to be categorized into groups based on their RIT and Lexile levels and will allow teachers to provide secondary assessments to students reading under grade level.
Work with the District 27 high school literacy coach from the superintendent's office and McGraw Hill Publishing Company to be trained in secondary assessments, delivering Tier II and Tier III interventions and supports, conduct progress monitoring, and deliver reports to the principal and teachers about the achievement of students in literacy.
Future data assessments will be done throughout the school year based on classroom data, citywide screeners, and school wide assessments.

WORK SCHEDULE

10 HOURS WEEKLY : Ongoing throughout the year from 9/8/25 - 6/30/26 (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.

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)

Literacy Leadership Team Leader -- 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: Print resume along with an OP175, and letter of interest by close of business on 6/26/2026 to: 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: _____