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 #: 16

2026-2027

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

PER SESSION VACANCY CIRCULAR

CTE Department Co-Lead

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: CTE Department Co-Lead
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

Licensed N.Y.C. Teacher

SELECTION CRITERIA

1. Two or more years of successful teaching experience at the High School for Construction Trades, Engineering, Architecture Currently effective or highly effective as evidence in Advanced.
2. Ability to coach teachers and demonstrated success in collaborating with students, teachers, administrators, parents, and support staff.
3. Experience with interdisciplinary planning.
4. Support the mission of the school.
5. Experience with teaching and implementing effective strategies for writing
6. Good punctuality and attendance record.

DUTIES / RESPONSIBILITIES

1. Collaborate with teachers in myriad areas of development: Lesson planning, assessments, developing action plans based on the results of the assessments, discipline strategies, parent involvement, time management, and organization skills.
2. Identify school teaching and learning needs by analyzing student data, organizing, and implementing action plans for students and teachers.25
3. Facilitate professional development for teachers to refine their knowledge and skills. Professional development could include, but not limited to, in-class coaching, observing, modeling instructional strategies, guiding teachers in looking at student work, developing lesson plans with teachers based on student needs, supporting data analysis, co-planning with teachers, etc.
4. Help develop and implement Writing Across the curriculum plan for English and History
5. Attend meetings or conferences pertinent to the goals of the teacher.
6. Design and facilitate discipline-specific workshops (e.g. curriculum development, collaborative learning, assessment, etc.).
7. Write weekly evaluations on each teacher observed
8. Research models, practices, and possible organizations that will assist our efforts.
9. Build and maintain confidential relationships with teachers.
10. Plan and develop a schedule of daily activities; including classroom visits and inter-visitations with the teachers that you are coaching.
11. Perform other functions as deemed necessary.

CTE Department Co-Lead -- continued

WORK SCHEDULE

of daily activities; including classroom visits and inter-visitations with the teachers that you are coaching. 11. Perform other functions as deemed necessary.
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: 25 HOURS: 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: _____