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 #: 33

2026 - 2027

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

PER SESSION VACANCY CIRCULAR

Robotics Program Facilitator (3 Positions)

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: Robotics Program Facilitator (3 Positions)
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

Required License Area: New York State Certification in Career and Technical Education, STEM or related field.

SELECTION CRITERIA

Licensed NYS Teacher. Understanding student Lexile levels, organized, efficient with paper work. A working knowledge of differentiation and MTSS Selection Criteria
- Required Qualifications: Experience in developing curriculum for STEM or robotics-related programs. Strong knowledge of the Engineering Design Process and Project-Based Learning (PBL) methodologies. Ability to create detailed, student-centered lesson plans and activities.
- Preferred Qualifications: Familiarity with FIRST Lego League curriculum and program structure. Experience with Work-Based Learning (WBL) initiatives.

DUTIES / RESPONSIBILITIES

and Responsibilities
- Collaboratively design and prepare a six-week robotics program curriculum, including activities for mechanical construction, programming, and strategic planning.
- Develop materials to support the use of the FIRST Lego League game as a foundation for instruction.
- Create detailed lesson plans that integrate the Engineering Design Process within a PBL framework.
- Coordinate with the Robotics Program Facilitator to ensure smooth implementation of the curriculum.
- Set up program materials, tools, and resources for successful execution.

WORK SCHEDULE

- Total Hours: 35 hours per position
- Schedule: Flexible hours to be completed before the start of the program and during program execution as needed.

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.

Robotics Program Facilitator (3 Positions) -- 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: Print resume along with an OP175, and letter of interest by close of business on 6/27/25 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: _____