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 #: 19

2026-2027

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

PER SESSION VACANCY CIRCULAR

Special Education Lead Teacher

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: Special Education Lead Teacher
Approximate Number of Positions Available: 1
School Name: High School for Construction Trades, Engineering & Architecture

LOCATION

HS FOR CTEA 94-06 104 Street Ozone Park, NY 11416

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

Possession of a Regular New York City License and/or New York State Certification Regularly appointed NYC teacher

SELECTION CRITERIA

1. Currently effective or highly effective as evidence in Advanced. One or more years of successful teaching experience at The High School for Construction Trades, Engineering, and Architecture preferred.
2. Ability to facilitate meetings and successfully collaborate with students, teachers, administrators, parents, and support staff.
3. Excellent communication skills and leadership skills.
4. Experience with cross-curricular collaboration.
5. Support the mission of the school. 6. Good punctuality and attendance record.

Special Education Lead Teacher -- continued

DUTIES / RESPONSIBILITIES

1. Facilitate in the creation and implementation of school-wide goals.
2. Oversee the Parent Outreach Teams, grade team meetings, student supports and intervention.
3. Follow up with the Parent Outreach Team Leaders to ensure that they have followed-up with team members, students and parents regarding actionable next steps that were developed at meetings.
4. Communicate consistently with the Parent Outreach Team Leaders and Guidance Team, with a focus on at-risk students.
5. Monitor the progress of the at-risk students school-wide, including student goals, grades, and attendance.
6. Oversee team member follow-up and compliance with the Intervention Spreadsheet.
7. Ensure and support the parent outreach teams and leads in utilizing the Intervention Spreadsheet as a prevention tool, to target and provide additional supports to struggling students.
8. Oversee case conferences to ensure that they are run according to the set guidelines.
9. Ensure that a record of interventions and supports provided to each student is maintained by grade team leads.
10. Assist the Parent Outreach Team Leads in providing professional development based on the needs of the grade teams. 11. Oversee the implementation and record maintenance of Student Conduct Sheets.
12. Mentor incoming teachers to ensure a successful transition into the CTEA culture.
13. Collaborate with the Special Education Coordinator and the Parent Outreach Team Leaders to ensure that Specially Designed Instruction and an IEP-aligned grading policy is implemented for all at-risk students with IEPs.
14. Work with the Parent Outreach Team Leaders to monitor the passing and failing rate of all teachers and provide solutions to ensure the success of each student.
15. Develop and oversee the implementation of a system to ensure that all parents are informed of students' performance. 16. Keep a school-wide calendar of grade level events, projects, and deadlines.
17. Responsible for scheduling and communicating information regarding intervention programs to students/parents, along with parent outreach.

WORK SCHEDULE

Ongoing throughout 9/1/2026 - 6/30/2026 (after and/or before school hours)
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: 50 Per session hour s, 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.

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: _____