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 #: 15

2026-2027

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

PER SESSION VACANCY CIRCULAR

SENIOR ACTIVITIES COORDINATOR

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: SENIOR ACTIVITIES COORDINATOR
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

Licensed N.Y.C. Teacher or Secretary

SELECTION CRITERIA

1. Currently effective or highly effective as evidence in Advanced. Satisfactory performance from September 1, 2025 through June 30, 2026
2. Excellent attendance and punctuality.
3. Excellent communication skills.
4. Ability to relate in a positive manner with administrators, supervisors, staff, parents and students.
5. Ability to facilitate meetings and collaborate with students, staff, administrators, and parents.

DUTIES / RESPONSIBILITIES

- Organizes senior events such as prom, senior apparel, senior cap and gown packages.
- Promotes student involvement in special interest clubs; prom committee, graduation committee.
- Organize the Senior Prom and graduation; facilitate all ordering, purchases and payments.
- Collaborate with Treasurer to oversee senior dues (Cap and gown, diploma case, yearbook, and other items needed for the graduation ceremony and senior year)
- Work with vendors as the point of contact to ensure prices, timely ordering and delivery dates of senior items.
- Accurately maintain and timely submission of all forms related to student activities.
- Lock in dates for Prom and Graduation of following year.

WORK SCHEDULE

Ongoing throughout the year from September 2026 - June 2027
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: 100 HOURS: As per collective bargaining agreement

SENIOR ACTIVITIES COORDINATOR -- 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 along with a brief letter of interest, indicating this posting # must be submitted by close of business 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: _____