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 #: 11**

2026-2027

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

PER SESSION VACANCY CIRCULAR

# 12th Grade Parent Outreach Team Leader

**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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.*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: 12th Grade Parent Outreach Team Leader
Approximate Number of Positions Available: 2
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. 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.

## 12th Grade Parent Outreach Team Leader -- continued

### DUTIES / RESPONSIBILITIES

1. Facilitate in the creation and implementation of school-wide goals.
2. Schedule and supervise the assigned grade level team meetings, including creating and organizing agendas and minutes of meetings.
3. Consistently follow-up with team members, students and parents regarding actionable next steps that were developed at meetings.
4. Communicate consistently with the Guidance Team, with a focus on at-risk students.
5. Monitor the progress of the at-risk students on your grade team, including student goals, grades, and attendance.
6. Consistently follow up with team members regarding full compliance with the Intervention Spreadsheet.
7. Utilize the Intervention Spreadsheet as a prevention tool, to target and provide additional support to struggling students. This includes meeting with students on the Intervention Spreadsheet, and collaborating with the Guidance Team, Teachers, Staff, and the Executive Director of Student Support and Intervention.
8. Utilize the Intervention Spreadsheet to conduct case conferencing with parents, students, and teachers.
9. Facilitate each case conference according to the set guidelines.
10. Maintain a record of interventions and supports provided to each student, which follows the cohort until graduation.
11. Implement and maintain records of Student Conduct Sheets.
12. Provide professional development based on the needs of your grade team.
13. Mentor incoming teachers to ensure a successful transition into the CTEA culture.
14. Collaborate with the Special Education Coordinator and the Executive Director of Student Support and Intervention to ensure that Specially Designed Instruction and an IEP-aligned grading policy is implemented for all at-risk students with IEPs.
15. Monitor the passing and failing rate of teachers on your team and provide solutions to ensure the success of each student.
16. Implement a system to ensure that all parents are informed of students' performance.
17. Organize Recognition Ceremonies, 1 Field Day, the Senior Grade Level Trips, Senior Breakfast, and Senior Awards Night.
18. Keep a grade level calendar of events, projects, and deadlines.
19. Perform other functions as deemed necessary.
20. Report to the Executive Director of Student Support and Intervention.

### WORK SCHEDULE

75 HOURS per position: 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: 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.

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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:** _____