

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

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PER SESSION VACANCY CIRCULAR

## School Aide

### POSITIONS AVAILABLE

1

### PROPOSED WORK SEASON

School Year

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*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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.*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: School Aide

Approximate Number of Positions Available: 1

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

Currently appointed NYC Department of Education School Aide or Community Associate

### SELECTION CRITERIA

1. Excellent attendance and punctuality. 2. Excellent administration and organizational skills. 3. Success in building positive relationships with students.

### DUTIES / RESPONSIBILITIES

- Meet with each student on a regular basis. - Regularly review student progress in all classes and follow up as needed. - Communicate regularly with students' teachers, parents, guidance counselor, grade team lead, Executive Director of Student Support and Intervention, and Assistant Principal. - Maintain logs of interventions and provided outcomes.

### WORK SCHEDULE

Ongoing throughout the year 9/2026 - 6/2027 - If you are mentoring 1-3 students: 2 hours per week - If you are mentoring 4 or more students: 3 hours per week -

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.

## School Aide — 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: Current hourly rates as per DC37 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: Your printed resume along with a letter of interest, indicating the posting # must be submitted by close of business November 30, 2026. Nicole Cetra, Payroll Secretary 94-06 104 th Street Ozone Park, NY 11416

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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:** \_\_\_\_\_