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 #: 1

2026-2027

Date Posted: May 8, 2026 | Application Deadline: Sep 9, 2026

PER SESSION VACANCY CIRCULAR

Principal Site Supervisor

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: Principal Site Supervisor
Approximate Number of Positions Available: 1
School Name: High School for Construction Trades, Engineering & Architecture
Additional Description: EXTENDED DAY OR WEEKEND ACTIVITIES FOR HIGH SCHOOLS

LOCATION

HS FOR CTEA 94-06 104th 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. Supervisor

SELECTION CRITERIA

1. Regularly appointed Principal building supervisor.
2. Good Attendance and lateness record.
3. Knowledge of subject matter.

DUTIES / RESPONSIBILITIES

AND RESPONSIBILITIES:
4. The principal will supervise the Extended Day 4:20 PM to 7:00 PM Thursday and Friday Open house on Saturday when applicable. (After School Activities begin at 3:oo PM daily).
5. All employees selected for this activity must maintain separate timecards to punch in and out in order to be paid for each session.
6. Principal may substitute for other site supervisors in the event of absence on Monday, Tuesday, Wednesday Saturday and Sunday when needed.
7. Posting is for 200 total hours for the 2026/2027 school year.

WORK SCHEDULE

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 CSA Collective Bargaining Agreement (subject to funding availability)

Principal Site Supervisor -- 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, letter of interest and completed OP 175 form to: (please print and submit) Nicole Cetra, Payroll Secretary 94-06 104th 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: _____