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 #: 7

2026-2027

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

PER SESSION VACANCY CIRCULAR

Work Based Learning 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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.

Work Based Learning Coordinator -- continued

POSITION

Name: Work Based Learning Coordinator
Approximate Number of Positions Available: 1
School Name: High School for Construction Trades, Engineering & Architecture
Additional Description: PROGRAM DEVELOPMENT and IMPLEMENTATION
The Coordinator is responsible for supporting the Career Technical Education Program in accordance with the agreed-upon model and is expected to:
Work closely with the administration for guidance, direction and materials
Assist development efforts of the Advisory Board
Develop a working relationship with educational organizations, industry related organizations, or other resources available within the city to strengthen and support the program
Develop a network of teacher/supervisor participants and private sector participants
Provide services and supplementary materials on an ongoing basis to support and update teachers, counselors, and administrators in the school(s) that run the program
Establish and maintain a working relationship with partners from the business and greater community, including post- secondary partners
Develop a post-secondary component for Career Academy students
Organize appropriate orientation programs, informational seminars, visitations and events for industry partners, Board members, colleagues, students, parents and media
Develop ongoing commitment and support from Career Academy teachers and administrators
Oversee the use of the Career Academy curriculum, including the supervision of multidisciplinary curriculum implementation across all disciplines related to the academy career theme
Develop and supervise external activities, i.e., site visits, guest speakers, tours, industry seminars, where appropriate

Meet with administrators, lead teachers and school colleagues on a regular basis
Organize staff development programs for regular and newly recruited teachers
Visit and observe classroom instruction, workshops, and seminars at the member schools
Create incentive awards and programs to develop and maintain high motivation, interest and commitment from the member teachers and supervisors
Coordinate workshops using industry-specific trainers and training centers for students and/or pedagogues
Develop grant letters and proposals
Share materials and information with other programs
INTERNSHIPS

The WBL/Academy Coordinator is responsible for the overall administration and development of the school's internship program for qualified Career Academy students and is expected to:
Identify positions for students and schedule internships
Work with the Advisory Board to secure internships in the local community. Make presentations to potential business partners, etc.
Interview students and work with firms to match candidates with available positions.
Develop and implement placement recruitment, selection and supervisory procedures.
Maintain summer internship records, including record of interviews and confidential student evaluations
Visit interns on the job and obtain feedback from student intern supervisors during the internship period with assistance from the work-based learning coordinator
Plan, coordinate, and supervise an annual conference day for students to include industry workshops, personal growth, and job effectiveness skills with assistance from the work-based learning coordinator
Design a post-internship program which includes:
summary reports of evaluations from intern supervisors;
post-internship counseling with students to discuss their job performance (based on evaluations) and their written report;
meeting with teachers to review the validity of the internship experience

LOCATION

HS FOR CTEA 94-06 104 th 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, WBL Certification preferred POSITION: Work Based Learning Coordinator

SELECTION CRITERIA

One or more years of successful teaching experience at The High School for Construction Trades, Engineering, and Architecture preferred.
Currently effective or highly effective as evidence in Advanced.
Ability to facilitate meetings and demonstrated success in collaborating with students, teachers, administrators, parents, and support staff.
Experience with interdisciplinary planning.
Good punctuality and attendance record.
Understanding of the CTE program and support of the mission of the school.
Excellent organizational, communication, accounting and analytical skills.

DUTIES / RESPONSIBILITIES

The WBL Coordinator is responsible for the overall management and administration, including program and staff development, student recruiting,

Service beyond the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must submit the request through the Per Session Review 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, creed, national origin, disability, veteran status, or any other protected characteristic under law.

APPROVED BY: _____