

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AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.*

**POSITION**

Name: Work Based Learning Coordinator

Approximate Number of Positions Available: 1

School Name: High School for Construction Trades, Engineering & Architecture

**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

**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.

**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.

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