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 #: 8

2026-2027

Date Posted: May 8, 2026 | Application Deadline: Jun 26, 2026

PER SESSION VACANCY CIRCULAR

College Counselor/Guidance After-School Support

POSITIONS AVAILABLE
4

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FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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: College Counselor/Guidance After-School Support
Approximate Number of Positions Available: 4
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

Full time DOE Guidance counselor

SELECTION CRITERIA

Coordinate and supervise college visits both in and out of New York, with mid to large groups of students.
Coordinate Fall high school visits with admission counselors.
Organize the annual college fair in the Spring.
Counsel approximately 200+ seniors one-on-one or small groups regarding all aspects of the college application process.
Coordinate financial aid support for each student and serve as the contact for financial aid and student citizenship matters as they relate to college acceptance and financial aid eligibility.
Assist with all other projects determined by the principal and other administrators.
Secure and coordinate SAT Prep services from outside vendors
Organize and facilitate parent education workshops for college admission
Collaborate with colleges and universities for additional education support

WORK SCHEDULE

25 HOURS: Ongoing throughout the year fromSeptember 2026 - June 2027 (after and/or before school)
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)

College Counselor/Guidance After-School Support -- 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: process. 5. Coordinate financial aid support for each student and serve as the contact for financial aid and student citizenship matters as they relate to college acceptance and financial aid eligibility. 4. Assist with all other projects determined by the principal and other administrators. 5. Secure and coordinate SAT Prep services from outside vendors 6. Organize and facilitate parent education workshops for college admission 7. Collaborate with colleges and universities for additional education support LENGTH OF SERVICE : Annual term subject to satisfactory annual job evaluation. This position reopens for qualified applicants at the end of each year. WORK SCHEDULE : 25 HOURS: Ongoing throughout the year fromSeptember 2026 - June 2027 (after and/or before school) SALARY : Per session rates as per UFT Collective Bargaining Agreement (subject to funding availability) APPLICATION: 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: _____