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 #: 13

2026-2027

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

PER SESSION VACANCY CIRCULAR

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AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.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

Licensed N.Y.C. Special Education Teacher

SELECTION CRITERIA

1. One or more years of successful teaching experience with students with disabilities.
2. Ability to demonstrate success in collaborating with teachers, administrators, parents, and guidance counselors.
3. Knowledge of systems and structures of Special Education Compliance and Instructional Support Services
4. Good punctuality and attendance record.
5. Willingness to provide Professional Development to teachers.

DUTIES / RESPONSIBILITIES

The IEP Coordinator will work in collaboration with the Supervising AP and be responsible for:
- Proofreading all IEP's before being finalized
- Providing PD to Co teaching teams and teachers
- Serve as special education liaison and will coordinate all special education functions in the school.
- Ensure the school has an established process for maintaining and sharing IEP's with professionals providing services to students. See Chapter 408 regulations for more detail.
- Maintaining of the master calendar for IEP meetings to meet compliance of both the mandated three year evaluations and annual reviews.

WORK SCHEDULE

50 HOURS: Ongoing throughout the year from September 2026- June 2027
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)

IEP Coordinator -- 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 along with a brief letter of interest, indicating this posting # and an OP 175 form must be submitted by close of business 6/26/2026 to: (please print and submit) Nicole Cetra, Payroll Secretary 94-06 104 th 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: _____