

DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK  
Division of Human Resources  
65 Court Street  
Brooklyn, NY 11201

PER SESSION VACANCY NOTICE # \_\_\_\_\_, 2010-2011 Please post May 3, 2010

**(SUBJECT TO FUNDING AVAILABILITY)**

**POSITION:** Preparation for Advanced Placement Exam  
Math Teachers  
English Teachers  
Social Studies Teachers  
Science Teachers

**LOCATION:** Flushing High School

**SELECTION CRITERIA:**

1. Knowledge of New York State Performance requirements
2. Satisfactory record of attendance
3. Ability to work with staff/students before and/or after school

**DUTIES AND RESPONSIBILITIES:**

1. Provide after school tutoring in content areas in preparation for Advanced Placement examinations.

**SALARY:** As per collective bargaining agreement

**WORK SCHEDULE:**

Hours scheduled after regular school day, Saturdays, and/or during School Recess

- ⇒ Spring 20 hours per teacher
- ⇒ Fall 20 hours per teacher
- ⇒ This program may be discontinued if attendance in three successive sessions falls below 10 students.

**APPLICATION:**

- ❖ Send letter of application, along with an OP175 and OP175W if needed, which are available in all schools to: Ms. Gutwein, Principal, Flushing High School.

**DUE DATE:** Friday, June 4, 2010  
Please include above circular number on your resume and application.

**PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.**

Service exceeding the number of hours as specified in the most current personnel memorandum concerning per session hours and/or service in one or more per session activities in a per session school year, requires prior approval of the Executive Director Of Human Resources. The appropriate Chief Administrator, Executive Director, Assistant Superintendent of High Schools, Community Superintendent or Special Education Superintendent must make the request in writing Form OP175W) and receive Written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources -Per Session Monitoring Unit at 65 Court Street, Brooklyn, N.Y. 11201, Room 405-G. For details, please refer to Chancellor's Regulation C-175 dated August 29, 1990.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/H**

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

Principal

Date