

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

PER SESSION VACANCY NOTICE # _____, 2010-11 PLEASE POST May 3, 2010

(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Teacher of After School Suspension Center

LOCATION: Flushing High School

SELECTION CRITERIA:

1. Satisfactory record of attendance and punctuality.
2. Demonstrated ability to balance discipline, control and education.
3. Familiarity with all State and local regulations regarding suspension procedures and the rights of students, parents, and teachers.
4. Knowledge of New York State Performance requirements.
5. Ability to work with at-risk students.
6. Dean or In-House Suspension experience preferred.

DUTIES AND RESPONSIBILITIES:

1. Counsel and deal with all students referred by faculty. (Immediately, effectively, and fairly) *Students would be referred to the detention room as a result chronic lateness, cutting of classes and for leaving and returning to the building.*
2. Organize and conduct detention room student instructional activities.
3. Consult with guidance staff to evaluate alternate resources and outside agencies for students in other than traditional modes.
4. Actively intervene in student confrontations or demonstrations.
5. Organize and maintain all suspension/detention room record-keeping requisites (Including attendance and activity logs).
6. Respond to crisis (firmly, calmly, and effectively).
7. Make appropriate referrals to school counselors.
8. Conduct student searches in accordance with Department of Education regulations.
9. Conduct parent conferences.
10. Willingness to be trained in CPR, AED and First Aid.
11. Respond to emergency duties as directed by the principal or designee:

SALARY: As per collective bargaining agreement

WORK SCHEDULE: Hours scheduled after regular school day.

⇒ Monday thru Friday (School days) 3:15pm-5:15pm

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