

**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:** (1) CULTURAL ARTS LIAISON

**LOCATION:** FLUSHING HIGH SCHOOL

**SELECTION CRITERIA:**

1. Licensed / Tenured Teacher of ELA
2. Satisfactory record of attendance
3. Grant Writing Experience

**DUTIES AND RESPONSIBILITIES**

1. Attend weekly and monthly meetings with various CBO's including, but not limited to, Lincoln Center, MOMA, Flushing Towne Hall, Queens Museum of the Arts, Metropolitan Museum, Museum of Natural History.
2. Schedule and implement class visitation schedule to the aforementioned cultural institutions.
3. Schedule and support teaching artists in ELA, ELL and Social Studies classes.
4. Schedule and implement professional development for ELA, ELL and Arts teachers.
5. Apply and write for Grants in support of the infusion of the Arts into the ELA/ELL curriculum.
6. Meet monthly and as needed with Assistant Principals of Supervision to develop and implement needs assessments as well as actions plans.

**SALARY:** As per collective bargaining agreement

**WORK SCHEDULE:**

- Monday through Saturday as scheduled and approved by the Principal.

**APPLICATION:**

- Send letter of application and OP 175 and OP175W, if needed, which are available in all schools to: Cornelia Gutwein, Principal, Flushing High School, 35-01 Union Street, Flushing, NY 11354

**DUE DATE:** Friday, June 4, 2010

Service exceeding the number of hours specified in Personnel Memorandum No. 2 dated July 25, 1997, concerning per session hours and/or service in one or more per session activity 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 OP 175W) 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, NY 11201, Room 405-G, for details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

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

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

Principal

:

Date

Cultural Arts Liaison