

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)

LOCATION: Flushing High School

POSITION: Coordinator – Extended Day for High Schools

SELECTION CRITERIA:

1. Supervisory license or evidence of supervisory coursework preferred
2. Satisfactory performance
3. Satisfactory record of attendance and punctuality
4. Demonstrated ability to work with students, parents, teachers and supervisors
5. Knowledge of Extended Day for High Schools objectives
6. Demonstrated success and building positive relationships with struggling students identified to be served by the Extended Day Program for the purposes of creating strong, supportive, academic relationship to engender student success

DUTIES AND RESPONSIBILITIES:

1. Work under the direct supervision of the site supervisor.
2. Coordinate scheduling and rooming of students and teachers
3. Coordinate coverage of classes
4. Monitor attendance
5. Recruit students
6. Conduct attendance outreach
7. Coordinate staff payroll and scheduling
8. Produce reports as required by Regional Office(s)
9. Order and distribute materials and supplies as needed
10. Coordinate all closeout procedures (Grades, archives)
11. Work with building custodian on all custodial issues
12. Maintain accurate records
13. Provide referral services for parents and students
14. Maintain home contacts
15. Prepare reports as required
16. Adhere to all school safety requirements
17. Other duties and responsibilities that the individual district may require in accordance with the UFT Collective Bargaining Agreement

SALARY: As per collective bargaining agreement

WORK SCHEDULE:

Up to four hours per week (Flexible but must cover the Mon/Wed Tue/Thu and Friday student population. beginning the first week of October through June) with a maximum of 30 hours per term (Principal approval must be obtained in writing for additional hours).

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.

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