

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 BY MAY 3, 2010

**(SUBJECT TO FUNDING AVAILABILITY)**

**LOCATION:** Flushing High School

**POSITION:** HS Teachers – Extended Day Independent Study  
(One or more weekdays M-F)

Licensed teachers: Health, Art, Music

**SELECTION CRITERIA:**

1. Satisfactory performance from September 1, 2006 to present
2. Satisfactory record of attendance and punctuality
3. Demonstrated knowledge of and practice in interdisciplinary instruction (where appropriate to the program)
4. Demonstrated ability to communicate effectively both orally and in writing
5. Willingness to teach in standard as well as extended time modules where appropriate
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. Set up appointments with students for independent study review.
2. Implement and assume responsibility for all instructional activities as assigned (Independent Study modules will be provided)
3. Maintain student attendance and progress reports and use ongoing assessment to plan instruction.
4. Prepare statistical, attendance and assessment reports as required within program timelines.
5. Contact and/or meet with parents to discuss student progress
6. Participate in all professional development sessions related to the program
7. 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:**

Maximum ½ hour per week per student. Maximum 3 hours/week. November through June.

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:** End of business 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