

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)**

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**POSITION:** Coordinator of FitnessGram (Reports to AP PhysEd)

**LOCATION:** Flushing High School

**SELECTION CRITERIA:**

1. NYC teacher licensed in Health and/or PE
2. Satisfactory record of attendance
3. Demonstrated computer keyboarding (Minimum 40 WPM)
4. Willingness to attend related workshops
5. Willingness to learn all facets of FitnessGram program
6. Demonstrated data analysis skills
7. Demonstrated ability to complete tasks on time

**DUTIES AND RESPONSIBILITIES:**

1. Collect, organize, and control data submitted by Physical Education teachers on five testing components of the FitnessGram Program
2. Set up a system to insure that each teacher/student has submitted test results
3. Input statistics utilizing the Citywide FitnessGram website
4. Distribute results to students, teachers and parents
5. Additional related responsibilities as needed

**SALARY:** As per collective bargaining agreement

**WORK SCHEDULE:** All activities must meet target date(s) set by the DOE  
30 Hours mutually scheduled with assistant principal of Health and Physical Education.  
(Additional hours must be justified)

**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