

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)

POSITION: Literacy Magazine Advisor(s)

LOCATION: Flushing High School

SELECTION CRITERIA:

1. Tenured English teacher
2. Demonstrated proficiency in writing, editing, literary analysis and magazine layout skills
3. Satisfactory record of attendance
4. Ability to work with staff/students before and/or after school
5. Demonstrated organizational skills

DUTIES AND RESPONSIBILITIES:

1. Recruit magazine staff
2. Meet with students weekly after school for reading and editing of poetry and short stories
3. Interface with art department for student artwork and layout assistance
4. Coordinate all aspect of literary magazine printing and delivery of magazine to school by May 1st
5. Coordinate magazine promotion and sales
6. Review magazine budget annually with APO at the start of the school year

SALARY: As per collective bargaining agreement

WORK SCHEDULE:

Hours scheduled after regular school day

⇒ Fall (Max 15 hours) per advisor (no carry-over to Spring)

⇒ Spring (Max 15 hours) per advisor

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