

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: Teachers, Guidance Counselors, Secretaries, School Aides, Family Workers
Reorganization and Over the Counter Registration

LOCATION: Flushing High School

SELECTION CRITERIA:

1. Appropriately licensed pedagogue
2. Satisfactory record of attendance
3. At least two years service at Flushing High School
4. Demonstrated ability in conducting small group activities

DUTIES AND RESPONSIBILITIES:

1. Assist in processing over the counter admissions
2. Process changes in student scheduling as a result of summer school or other academic changes
3. Review records of students with special needs
4. Reassign students to equalize subject classes
5. Follow up with students identified as long-term absentees
6. Identify incoming students to be scheduled for ESL
7. Coordinate testing for incoming students (where necessary)
8. Program student

SALARY: As per collective bargaining agreement

WORK SCHEDULE:

As needed Monday, August 30 – Friday, September 3, 2010.
8:00am-1:00 (Exceptions as needed)
(Individualized work schedules will be posted not later than June 18, 2010)

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