

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:** Coordinator of Kaplan SAT Prep Class (Sponsored by NY Cares)

**LOCATION:** Flushing High School Library

**SELECTION CRITERIA:**

1. Licensed Library Media Specialist
2. Satisfactory record of attendance
3. Excellent writing skills
4. Working knowledge of electronic spreadsheets (Excel)
5. Demonstrated ability to complete tasks on time
6. Demonstrated ability to get students to work independently

**DUTIES AND RESPONSIBILITIES:**

1. Recruit about 30 students (Juniors)
2. Collect and evaluate applications
3. Organize student materials/kits
4. Attend initial meeting with NY Cares volunteers (September)
5. Supervise students and NY Cares volunteers
6. Administer practice exam, makeup exams, and 3 additional proctored exams
7. Attend parent kick-off event in Manhattan (Cooper Union)
8. Promote program with students and parents
9. Maintain attendance records
10. Promote good attendance through regular contact with students (e-mail, face-to-face...)
11. Implement quarterly and year-long incentive programs
12. Attend end-term event in May
13. Additional responsibilities as needed

**SALARY:** As per collective bargaining agreement

**WORK SCHEDULE:** Saturday mornings 10am-12pm October – May  
(70 - 100 Hours as needed)

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:** 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