

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:** Teacher Coordinator of Spring/Fall Concerts  
(1) Vocal  
(1) Instrumental

**LOCATION:** Flushing High School

**SELECTION CRITERIA:**

1. Experience in directing a concert
2. Willingness to work evening and weekends

**DUTIES AND RESPONSIBILITIES:**

1. Plan organize and implement a Spring and Fall Concert
2. Work with Guidance on placement of incoming students
3. Conduct auditions and rehearsals
4. Coordinate publicity and ticket sales
5. Prepare programs
6. Schedule/conduct rehearsals

**SALARY:** As per collective bargaining agreement

**WORK SCHEDULE:**

Hours scheduled before or after regular school day

- ⇒ Fall Maximum 30 hours per teacher (no carry-over to Spring)  
⇒ Spring Maximum 30 hours per teacher

**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:** Monday, 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