

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: Summer School Program and MetroCard Distribtuion
8 Licensed teachers and/or Secretaries

LOCATION: Flushing High School

SELECTION CRITERIA:

Licensed teacher or secretary
Excellent record of attendance

DUTIES AND RESPONSIBILITIES:

Follow detailed instructions provided by the Summer School Site Supervisor and/or designee

- Maintain control of students in the auditorium
- Assist in setting up auditorium as required
- Assist in the distribution of Summer School Programs and MetroCards
- Assist in safeguarding MetroCards
- Assist in directing students to their assigned classes

SALARY: As per collective bargaining agreement

WORK SCHEDULE:

Tuesday, July 6, 2010 (1st day of Summer School)
7:00 a.m. – 12 noon

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: Close of Business: Friday, June 4, 2010

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: _____ Date: _____