THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

FLUSHING HIGH SCHOOL

(Subject to Funding Availability)

Position: **Lab Assistant – YABC**

Description: Young Adult Borough Centers (YABC) are evening programs designed specifically for overage and under-credited students who want to earn a high school diploma. Students must be 17 years of age or older with at least 17 high school credits. Once enrolled, students may attend classes up to 5 nights a week. In addition to required courses, YABC programs offer students individual and group counseling, academic tutoring and test preparation, job and career development, and college preparation.

Location: Flushing High School, 35-01 Union Street, Flushing New York 11354

Eligibility Criteria: Tenured Licensed Lab Assistant

Selection Criteria:

- Excellent record of attendance and punctuality
- Demonstrated ability to work with school based staff as well as community-based partners
- Excellent record as a lab assistant
- Minimum of 3 years of high school experience
- Demonstrated record-keeping skills and ability to work under strict deadlines
- Demonstrated knowledge of performance and standards based assessment
- Excellent lab management skills
- Excellent written and oral communication skills
- Willingness to work collaboratively with program staff
- Ability to work a flexible time schedule

Duties and Responsibilities:

- Meet regularly with site supervisor and assistant supervisors to review and discuss laboratory practices and guidelines
- Contribute to the development of the YABC instructional team
- Plan, implement, contribute to as well as attend staff development opportunities
- Maintain inventory of lab equipment and materials
- Communicate regularly and openly with program staff
- Complete all required report and projects as per DOE directives
- Prepare for classroom demonstrations and laboratory lessons.
- Maintain and audit the laboratory prep room as well as classrooms for lost and damaged items
- Maintain the appearance, cleanliness and safety of the classrooms as well as the prep room.
- Assist Science teachers with instruction such as duplication services, distribution of materials and books.
- Purchase and process new laboratory equipment and supplies
- Other duties and responsibilities that the program may require in accordance with the UFT Collective Bargaining Agreement

Work Schedule: 3:00 p.m. – 7:30 p.m., 2 nights per week (Within these hours, daily schedules may vary)
Fall Term Begins: September 13th, 2010 Ends: January 31st, 2011

Salary: Current per session rate as per UFT Collective Bargaining Agreement

Application: Please forward a letter of application, along with OP175 and / or OP175W to:

Andy Szeto, YABC Director
Flushing High School,
35-01Union Street
Flushing, New York 11354

Application Deadline: No later than close of business on June 18th, 2010

Service exceeding the number of hours 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, -the Regional Superintendent, must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. The request should be sent to the Division of Human Resources- Per Session Monitoring Unit at Room 405, 65 Court Street, Brooklyn NY, 11201. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H
New York City – Department of Education
For School Year 2010-2011

APPROVED BY: _____ **AUTHORIZED BY:** _____