



FLUSHING HIGH SCHOOL
(Subject to Funding Availability)

Position: Librarian – 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 Librarian

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 librarian
- Minimum of 3 years of high school experience
- Demonstrated record-keeping skills and ability to work under strict deadlines
- Knowledge of Sagebrush, computerized circulation system; FastTrack; and FAMIS preferred
- Demonstrated knowledge of performance and standards based assessment
- Excellent office 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 to review and discuss library 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 book/media collection
- Communicate regularly and openly with program staff
- Complete all required report and projects as per DOE directives
- Conduct computerized check out, return and renewals of books and other media
- Maintain and audit the Media Center's collection for lost and damaged items
- Conduct inter-library loans with other NYC school and public libraries
- Maintain the appearance of the library by clearing tables, computer workstations and other areas of materials as well as straightening seating areas
- Re-shelving books and materials
- Purchase library materials and process new materials
- Other duties and responsibilities that the program may require in accordance with the UFT Collective Bargaining Agreement

Work Schedule: 4:00 p.m. – 9:00 p.m., 2-4 nights per week (Within these hours, daily schedules may vary)

Fall Term Begins: September 13th, 2010 Ends: January 31st, 2011

Additional hours outside of this schedule may be required as needed.

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,
35-01 Union 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: _____