



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, Chancellor

FLUSHING HIGH SCHOOL

(Subject to Funding Availability)

- Position:** School Aides – YABC (2 Positions)
- 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:** Currently employed as a school aide
- Selection Criteria:**
- o Excellent record of attendance and punctuality
 - o Demonstrated ability to work with school based staff as well as community-based partners
 - o Minimum of 3 years of high school experience
 - o Demonstrated record-keeping skills and ability to work under strict deadlines
 - o Demonstrated knowledge of UAPC and ATS
 - o Excellent office management skills
 - o Excellent written and oral communication skills
 - o Willingness to work collaboratively with program staff, students and parents
 - o Ability to work a flexible time schedule
- Duties and Responsibilities:**
- o Meet regularly with site supervisor and assistant supervisors to review and discuss duties and responsibilities
 - o Contribute to the development of the YABC instructional team
 - o Plan, implement, contribute to as well as attend staff development opportunities
 - o Conduct attendance and admission/discharge procedures
 - o Communicate regularly and openly with program staff
 - o Complete all required report and projects as per DOE directives
 - o Assist secretarial staff with office duties
 - o Supervise students in various settings such as library, cafeteria and auditorium
 - o Other duties and responsibilities that the program may require in accordance with the DC 37 Collective Bargaining Agreement
- Work Schedule:** 10 a.m. – 11:30 a.m. and 4:00 p.m. – 9:00 p.m., 4 days 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 DC 37 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:** _____