



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

FLUSHING HIGH SCHOOL
(Subject to Funding Availability)

Position: Dean Position – 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 17.5 years of age or older with at least 17 high school credits. Once enrolled, students may attend classes up to 4 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 Teacher

Selection Criteria:

- Excellent record of attendance and punctuality
- Ability to direct, control and interact with large groups of students under all circumstances.
- Ability to maintain a positive and constructive relationship with school staff and administration in enforcing school policies and procedures.
- Ability to work late/flexible time schedule.
- Be available during summer vacation for required attendance when summoned or subpoenaed.
- Teachers with guidance credits or training are preferred.
- A satisfactory record of attendance.
- Selection after interview.

Duties and Responsibilities:

- To handle discipline, cutting and other problems of student behavior and control.
- To coordinate the activities of the Dean's Office with the Guidance Department and the School Administration.
- To advise and assist teachers on disciplinary problems with students.
- To control and supervise the intra-school correspondence, reports and other administrative procedures essential to the work of the Dean's Office.
- As Principal's representative, to communicate and confer with parents, other staff members and outside agencies.
- To enforce school policies as defined by the N.Y.C. Department of Education.
- To coordinate and perform all building and grounds patrols relative to student and staff safety.
- To attend official N.Y.C. Department of Education hearings, answer court subpoenas and attend meetings on a flexible schedule when required during the school year and during the summer.

Work Schedule: 3:55 p.m. – 9:05 p.m.: 2 nights per week
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: _____