

DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK
Division of Human Resources
65 Court Street
Brooklyn, NY 11201

PER SESSION VACANCY NOTICE # _____, 2010-2011 Please post May 3, 2010

(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Yearbook Advisor

LOCATION: Flushing High School

SELECTION CRITERIA:

1. Excellent writing skills
2. Demonstrated ability to complete tasks on time
3. Demonstrated ability to get students to work independently

DUTIES AND RESPONSIBILITIES:

1. Organize students into cohesive unit
2. Supervise students' work
3. Meet all deadlines
4. Edit final copy
5. Implement efforts to collect advertising revenue
6. Produce a Yearbook

SALARY: As per collective bargaining agreement

WORK SCHEDULE:

Hours scheduled before or after regular school day

- ⇒ Fall 30 hrs max (no carry-over to Spring)
⇒ Spring 30 hrs max

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: June 4, 2010

Please include above circular number on your resume and application.

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: _____

Principal

Date