

THE NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 COURT STREET  
BROOKLYN, NEW YORK 11201

Post Date: October 21, 2014  
Deadline: January 31, 2015

**PER SESSION VACANCY CIRCULAR NUMBER 003                      2014-2015                      Please Post**

**POSITION:** PSAL – Bard HS Early College (Manhattan) Boys Tennis Coach

**LOCATION:** Bard HS Early College, East River Park, Multiple Locations

**ELIGIBILITY:**

- New York City Department of Education license
- Satisfactory Rating in past Per Session activities

**SELECTION CRITERIA:**

- Satisfactory rating in current position for the past three (3) years
- Excellent record of attendance and punctuality
- Demonstrated knowledge of coaching techniques
- Ability to offer quality instruction in the interscholastic sport
- Demonstrated knowledge of all aspects of game and practice procedures
- Possession of required CPR/AED and First Aid certification
- Preference will be given to applicants from the school
- Based upon the CBA, retention rights must be respected
- Ability to utilize the PSAL website

**DUTIES AND RESPONSIBILITIES:**

- Properly educate students through participation in interscholastic sports
- Organize and train student-athletes for interscholastic competition, according to the rules and regulations set forth by PSAL
- Conduct daily work-outs according to accepted practices and principles of coaching
- Adhere to standards of coaching ethics established by the PSAL
- Attend all competitions according to the PSAL schedule for the sport
- Perform all administrative tasks assigned by the PSAL, school principal and school athletic director, specifically including the submission of all internet-related documents to the PSAL in a timely fashion
- Attend all mandated clinics and events

**SALARY:** As per Collective Bargaining Agreement / the most current contractual rate

**WORK SCHEDULE:** Monday through Sunday as required by scheduled events during season – 92 hours

**APPLICATION:** Send a cover letter, resume, copy of your Department of Education license and OP175 form by January 31, 2015 to:  
Bard HS Early College  
525 E. Houston St., NY, NY 10002  
**Attention:** Chris Gagstetter  
**OR:** CGagstetter@bhsec.bard.edu

**PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION.**  
Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999, concerning the change in the maximum number of hours for per session activities effective July 1, 1999, and/or service in more than one per session activity in a per session school year (July 1, 2000-June 30, 2001) requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, Executive Director, 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 from the appropriate district office to the Division of Human Resources-Per Session Monitoring Unit at 65 Court Street Brooklyn, NY 11201(Room 405G). For details, refer to Chancellor's Regulation C-175 dated August 27, 1990.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/H**

(Approved)