

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

Post Date: May 5, 2015
Deadline: August 7, 2015

PER SESSION VACANCY CIRCULAR NUMBER 003 2015-2016 Please Post

POSITION: PSAL – Bard HS Early College (Manhattan) Girls 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 – 96 hours

APPLICATION: Send a cover letter, resume, copy of your Department of Education license and OP175 form by August 7, 2015 to:
Bard HS Early College
525 E. Houston St., NY, NY 10002
Attention: Chris Gagstetter
OR: CGagstetter@bhsec.bard.edu (preferred)

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)