

DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK

SCHOOL BASED POSTING

**NAME OF SCHOOL:** INFORMATION TECHNOLOGY HIGH SCHOOL

**PER SESSION VACANCY NOTICE#:** 20161027ITB

**THIS PER SESSION ASSIGNMENT HAS BEEN APPROVED SUBJECT TO FUNDING AVAILABILITY**

**POSITION:** Boys and Girls Indoor Track Coach (1 Position)

**LOCATION:** Information Technology High School

**ELIGIBILITY:** New York City Department of Education license as a Teacher

**SELECTION CRITERIA:**

- Satisfactory rating in current teaching position for the past three (3) years
- Excellent record of attendance and punctuality
- Demonstrated knowledge and practice of coaching skills
- Ability to offer quality instruction in the interscholastic sport;
- Demonstrated knowledge of and practice in the sport applied for
- Possession of required CPR/AED certification administered by Emergency Skills, Inc.
- Possession of First Aid certification administered by a PSAL designated instructor
- Preference will be given to applicants from the school
- Based upon the Collective Bargaining Agreement, 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.

**WORK SCHEDULE:** Non-School hours; Monday through Sunday as required by scheduled events during Indoor Track season - varied hours – Winter Season: November 2016 through January 2017.

**APPLICATION:** Send resume/letter. Application (Form OP175) and Waiver (Form OP175W) to:  
Information Technology High School  
Attention: Trish Lectora  
21-16 44<sup>th</sup> Road  
Long Island City, NY 11101  
Application must be received by: November 15, 2016

**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.

PLEASE NOTE: Pursuant to DHR Memorandum dated April 19, 1999, the 270 hour limit will remain in effect for School Psychologists and School Social Workers employed in "School/CSE Assessment Staff" activities only.

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

APPROVED: Joseph E. Reed  
Principal