

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

**Per Session Vacancy Notice No. \_\_\_\_\_ 2017-2018 Please Post**  
**(SUBJECT TO FUNDING AVAILABILITY)**

**Posting #:**

**NAME OF SCHOOL:** Manhattan Village Academy  
**ADDRESS:** 43 West 22<sup>nd</sup> Street  
**CITY/STATE/ZIP** New York, NY 10010

**PER SESSION VACANCY NOTICE**

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

**POSITION:** Coach of Boys Varsity Soccer

**LOCATION:** Manhattan Village Academy

**ELIGIBILITY:** Valid New York City Department of Education license as a teacher or supervisor.

**SELECTION CRITERIA:** Satisfactory rating in current Department of Education position for the past 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 and First Aid certification, and ability to utilize the PSAL website.

**Preference will be given to applicants from the school and based upon the CBA, retention rights must be respected.**

**DUTIES AND RESPONSIBILITIES:**

**Duties include but not limited to working with PSAL staff to:**

- 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 the 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 and sport's clinics according to the PSAL schedule for the sport
- Acknowledge and understand the Internet as a valuable resource for promoting the achievements of student-athletes
- 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

**SALARY:** As per Collective Bargaining Agreement

**WORK SCHEDULE:** Monday through Sunday including but not unlimited to working on/during scheduled DOE holiday and working on non-school days.  
Paid hourly rate based on approximate hours and/or up to a maximum of 144 hours for sport as per Collective Bargaining Agreement

**APPLICATION:** Send resume/letter, application form OP-175 and waiver form OP175W to:  
**Chris Hanlon- Athletic Director**  
**CHanlon@schools.nyc.gov**

Application must be received by: **Friday, June 2<sup>nd</sup>, 2017**

**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.

Note: Please note that all per session vacancy circulars will be posted on the Division of Human Resources web site at

<http://schools.nyc.gov/Careers/Schools/default.htm> under "Per Session Opportunities"

Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.***

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

**APPROVED: Principal Hector Geager**

**5/15/17**

PSAL Headquarters: 44-36 Vernon Boulevard, Long Island City NY 11101

Website: [www.psal.org](http://www.psal.org)