

Transit Tech CTE High School

Post date: May 7, 2018

Deadline: June 4, 2018

PER SESSION VACANCY

2018 – 2019

(Dependent on school needs and budget availability)

POSITIONS: Head Boys Indoor, Outdoor, and Cross Country Track, Girls and Boys Volleyball, Bowling, Boys Varsity and J.V. Basketball, Girls Varsity Basketball, Boys Varsity Baseball, Girls Varsity Softball, Handball, Boys Varsity Soccer, Assistant Boys Indoor Track, and Co-Ed Cricket Coach.

LOCATION: Transit Tech CTE High School

ELIGIBILITY REQUIREMENTS:

1. Possession of a valid New York City teaching license
2. Certified current CPR/AED/First Aid and Concussion protocol

SELECTION CRITERIA:

1. Physical Educators will be given preference
2. References must be provided upon request

DUTIES AND RESPONSIBILITIES:

1. Adhere to all regulations and procedures set forth by the Athletic Director including, but not limited to PSAL form completion, attendance taking procedures, insurance book completion and maintenance, and facility use.
2. Communicate effectively with Administrators, the Athletic Director, teachers, parents, athletes, and community members on all team related matters.
3. Utilize team allocated school funds responsibly.
4. Complete all required forms to meet PSAL requirements and ensure eligibility of each athlete.
5. Complete and maintain an accurate insurance book according to PSAL requirements.
6. Arrange practice schedules and advise appropriate Transit Tech staff of dates and times to ensure that security and permits are in place.
7. Meet all student athletes at dismissal each day and escort them to practice. Supervise students in the locker rooms.
8. Conduct and supervise practices and games.
9. Maintain required certifications (AED, CPR, First Aid, and Concussion) for coaching eligibility.
10. Maintain equipment and uniforms (including defibrillator) and return in good condition at the end of each season.
11. Provide Athletic Director with a list of all uniforms/equipment needed for next season.
12. Arrange for college scouts to attend competitions and maintain on-going communication with various college coaches.
13. Provide students with access to relevant sports camps/clinics that will help improve their skills.
14. If approval is given for fundraising, maintain accurate records and submit all paperwork and funds to school treasurer.
15. Insure that all athletes are aware of the new PSAL academic and attendance requirements to be eligible to participate and maintain academic eligibility.
16. Communicate with teachers to monitor the academic progress of athletes. Arrange for athletes to attend tutoring, Regents preparation, and SAT/ACT preparation classes.
17. Make certain that athletes complete all NCAA clearing house requirements.
18. If selected for more than 1 coaching position, retention rights must be declared in 1 position.

SALARY: As per collective Bargaining Agreement

WORK SCHEDULE:

Weekdays after the school day, weekends, and scheduled games
Per Session hours not to exceed Chancellor's Reg. C-175 allotment

APPLICATION: Send copies of application along with OP-175 to: Richard Van Wickler, Athletic Director, Transit Tech CTE High School, (Rvanwickler@schools.nyc.gov)
Application must be received by: June 7, 2018

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR RESUME AND APPLICATION

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 in writing (Form OP 175W) and receive written 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.** Depending on the location of the activity, requests for waivers and supporting documentation (see Form OP 175W) should be sent to the following:

SCHOOL/ DISTRICT/ BOROUGH Positions: Your Integrated Service Center's HR Partner or Children First Network's HR Director.

CENTRAL Positions: Division of Human Resources – 65 Court Street (Rm. 801), Brooklyn, NY 11201.

For Principal Per Session Activities Only - Principals must submit a per session waiver request to their Superintendent using the current WEB online per session request system in FAMIS

APPROVED (Principal): _____