

POSTING DATE: September 8, 2015
FILING DATE: October 9, 2015

DISTRICT 75 PER SESSION VACANCY CIRCULAR # 5, 2015 - 2016

Please Post

(This per-session assignment is subject to Middle School Initiative funding availability)

- POSITION:** Middle School Initiative Project Coordinator
(1 position)
- LOCATION OF ACTIVITY:** District 75 Office
400-1st Ave.
New York, New York, 10010
(And other locations as determined)
- ELIGIBILITY:** Licensed and Appointed District 75 Administrator
- SELECTION CRITERIA:**
1. Experience with coordinating and facilitating academic and recreational instructional programs
 2. Experience engaging internal and external stakeholders to facilitate positive student outcomes
 3. Ability to meet established deadlines
 4. Familiarity with the NYCDOE Middle School Initiative
 5. Satisfactory written and oral communication skills
 6. Satisfactory attendance and punctuality
- DUTIES AND RESPONSIBILITIES:**
1. Administrative coordination of the District 75 Middle School Initiative
 2. Provide oversight to schools participating in the Middle School Initiative to ensure that program goals and schedules are adhered to
 3. Assist schools with program research and implementation and maintenance guidance
 4. Maintain Districtwide data on student participation/enrollment at participating schools
 5. Conduct site visits to participating schools
 6. Provide technical assistance (as needed)
 7. Attend Middle School Initiative meetings, as scheduled
- SALARY:** As per CSA Collective Bargaining Agreement
- WORK SCHEDULE:** **Approximately 400 total hours (October 13, 2015 - June 30, 2016)**
Select weekdays (TBD) from 4:05 p.m. but no later than 7:00 p.m. and weekends as scheduled (8:00 a.m. to 4:00 pm. inclusive of unpaid lunch hour)
- APPLICATION:** Please submit OP-175 application, cover letter, and resume no later than **October 9, 2015** to:

Gary Hecht
Superintendent, District 75
NYC Department of Education – District 75
400 First Avenue – Rm 800
New York, New York 10010-4004
ATTN: Sacha Inglis

Note: Please note that all per session vacancy circulars will be posted in the District 75 Principal's Weekly under Human Resources

FILING DATE: All applications must be received by the filing date indicated above

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.** Requests for waivers and supporting documentation (see Form OP 175W) should be sent to Carmen Serrano, NYC Department of Education- District 75, 400 First Ave – Rm 441, New York, NY 10010-4004 for entry in to the online Waiver Request System.
For Principal Per Session Activities Only - Principals must submit a per session waiver request to the Superintendent using the current online Principal Per Session Approval Request System FAMIS.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Catherine Ammirati

APPROVED:

Catherine Ammirati
Director of Human Resources