



**Department of  
Education**

*Carmen Fariña, Chancellor*

**NEW YORK CITY DEPARTMENT OF EDUCATION  
2016-17 District 25 SUB SCHOOL AIDE POSTING  
DATE POSTED: June 8, 2016  
DATE DUE: June 17, 2106**

**Position: SUB SCHOOL AIDE for District 25**

**Basic Duties and Responsibilities:**

- **Covers absences of full-time School Aides on as needed basis**
- Relieves teachers of yard, hall, lavatory, study hall and other monitorial and patrol duties
- Handles, stores, and distributes text books, instructional supplies and materials
- Assists with clerical work of a routine nature in the classroom
- Assists in maintaining order in the lunchroom
- Maintains school inventories

**Minimum Selection Criteria:**

- Excellent record of attendance and punctuality
- Demonstrated ability to work with supervisors
- Demonstrated history of good human relations
- Demonstrated ability to efficiently carry out assignments

**Preferred Selection Criteria**

- Bilingual

**Anticipated Work Schedule:** Monday-Friday 4-7 hours (as needed)

**Salary:** As Per Collective Bargaining Agreement

**Application:** Please send cover letter and resume via fax, no later than **June 17, 2016** to:

Queens North BFSC  
28-11 Queens Plaza North, 4<sup>th</sup> Floor  
Long Island City, New York 11101  
Attention: SUB School Aide Application / D 25Q  
Email to: [D25SubSchoolAide@StrongSchools.NYC](mailto:D25SubSchoolAide@StrongSchools.NYC)  
Or Fax # 718-391-6161

**APPROVED:** *Dr. Peter Janniella*  
Executive Director of Human Resources

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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