



**Department of
Education**

Dennis M. Walcott, Chancellor

Professional Development for Supervising School Aide Candidates
All schools / Event: April 2013

The Division of Human Resources & Talent will offer a professional development opportunity ensuring eligibility and leading to the qualification for the position of supervising school aide. Supervising school aide candidates that have been selected by their principal should attend this event. Sessions will be held on **April 10, 11, and 24, 2013** at St. Francis College, 180 Remsen Street, Brooklyn NY, 11201 from 9:00 a.m. to 1:00 p.m. Please note that these sessions are not for currently assigned supervising school aides. Participants are required to attend all three instructional training sessions. [CLICK HERE](#) to access the registration form.

Schools must also make provisions for the prospective supervising school aide to attend CPR/defibrillator training in order to qualify for the position. To receive free CPR/AED training, participants may register online at <http://doe.emergencyskills.com/login.php>

Upon fulfilling all eligibility requirements, participants will receive certificates of completion from the Division of Human Resources.

Additional information regarding the selection and processing of supervising school aides can be found on the Department of Education website. [CLICK HERE](#) to access this information. Participants should fax the completed registration form to Oeklen Kenol, Supervising School Aide Training, (718) 935-4758, by **March 27, 2013**.

Please note that the position of supervising school aide is optional and you must have budget capability for the position. The employee must be approved for employment by the Division of Human Resources prior to commencing service. For additional information, e-mail okenol@schools.nyc.gov or rharper@schools.nyc.gov

A description of the hiring process can be found [HERE](#)