



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

**DISTRICT 75 PER SESSION VACANCY CIRCULAR # 6, 2015 - 2016**  
Please Post

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

**POSITION:** Middle School Initiative Project Coach  
(Up to 8 positions)

**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 Teacher

**SELECTION CRITERIA:**

1. Experience with facilitating and supporting various Districtwide 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. Conduct site visits to schools participating in the Middle School Initiative
2. Provide onsite and offsite support to schools participating in the Middle School Initiative to ensure that program goals and schedules are adhered to
3. Provide technical assistance (as needed)
4. Assist with facilitating and supporting various academic and recreational instructional programs
5. Attend Middle School Initiative meetings with the Project Coordinator, as scheduled

**SALARY:** As per UFT Collective Bargaining Agreement

**WORK SCHEDULE:** *Approximately 216 hours for each position (from October 2015 - June 30, 2016)*  
Select weekdays (TBD) from 3:05 p.m. but no later than 6:00 p.m. and weekends as scheduled (8:30 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

*Please indicate in your schedule preference in your cover letter, as listed above. If selected, please note that your preferred schedule preference is not guaranteed.*

**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