



Peter Ianniello
Deputy Executive
Director
Operational Support
Services
65 Court Street
Brooklyn, NY 11201

+1 718 935 4435 tel
+1 718 935 3555 fax

Steps For Selection and Processing of Supervising School Aides

The following is a summary of the steps for selection and processing of Supervising School Aides:

1. Principal selects candidate based on selection criteria including minimum educational requirement (high school diploma or a general equivalency diploma), and after the position has been posted in each school in the district for seven (7) school days. For high schools, all references to "district" also applies to the borough. For assistance with posting requirements, please contact your HR Director.
2. Principal completes registration form and faxes it to (718) 935-3023, attention: Supervising School Aide Training.
3. If required, the candidate must be referred by the Principal to the Children First Network (CFN).
4. The Office of School-Based Support Services and the Principal are notified that the candidate has completed the mandated training.
5. After receipt of fingerprint clearance (if needed), and completion of mandated training, the candidate must be referred by the Principal to the Human Resources Director for the completion of appropriate application forms. The candidate, along with the completed forms and original educational documents, is then sent to the Office of School-Based Support Services for final approval.
6. After final approval is granted, the Human Resources Director notifies principal and candidate that employment has been authorized.

If you have any questions concerning these procedures, please contact Renée Harper at (718) 935-2658.