



**Department of  
Education**

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**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. Principals must be aware of the requirements for the Supervising School Aide title, which are as follows:

- Supervising School Aide Training completion
- CPR/AED Certificate
- High school diploma or a general equivalency diploma

2. Principals identify potential candidates for advancement to the Supervising School Aide title. Then they must nominate candidates for the Supervising School Aide Training by completing an online registration form via a link posted on the DHR Exchange and the Principal's Weekly.

3. The position must be posted in each school within the district for seven (7) school days. For high schools, all references to "district" also apply to the borough.

4. All nominations for the Supervising School Aide position are processed via Galaxy.

If you have any questions concerning these procedures, please contact Judith Murray at [jmurray@schools.nyc.gov](mailto:jmurray@schools.nyc.gov)

For assistance with posting requirements and processing via Galaxy, principals should contact their HR Director.