Department of Education
Carmen Fariña, Chancellor

NEW YORK CITY DEPARTMENT OF EDUCATION
2016-17 District 24Q SUB SCHOOL AIDE POSTING
DATE POSTED: 0/08/2016
DATE DUE: 06/17/2016

Position: SUB SCHOOL AIDE for High School District 24Q,
(SUB School Aides may be requested to work in any High School within geographic Districts 24Q,

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 - Spanish, Mandarin, Cantonese, Polish & Urdu
- Basic Computer Skills

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

Salary: As Per Collective Bargaining Agreement

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

Queens North BFSC
28-11 Queens Plaza North, 4th Floor
Long Island City, New York 11101
Attention: SUB School Aide Application / High School District 24Q,
Email to: HighSchool24SubSchoolAide@StrongSchools.NYC
Or Fax # 718-391-6161

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

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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