



**Department of  
Education**

*Dennis M. Walcott, Chancellor*

**DISTRICT 75 – CITYWIDE SPECIAL EDUCATION**

400 First Avenue  
New York, NY 10010-4004  
Tel: 212-802-1500

**GARY HECHT**  
Superintendent

**BARBARA JOSEPH**  
Deputy Superintendent  
**HELEN KAUFMAN**  
Deputy Administrative Superintendent  
**ROBERTO E. TILLMAN**  
Director of Operations

Post Date: October 3, 2011

Filing Date: October 31, 2011

**DISTRICT 75 PER SESSION VACANCY CIRCULAR # 10 , 2011-2012**

(This Per Session Assignment Is Subject To Funding)

- POSITION:** **SUPERVISOR**  
Institutional Facilities Program (100% reimbursable)  
**(Approximately 1 position on Staten Island)**
- LOCATION:** Group Homes throughout New York City
- ELIGIBILITY:** Supervisor currently appointed as assistant principal or principal in District 75, or other supervisor serving District 75 with a valid New York City Department of Education License.
- SELECTION CRITERIA:**
1. A minimum of three years satisfactory service in District 75
  2. Ability to observe teachers with the goal of improving instruction by providing instructional materials and assistance with implementation of Common Core Standards and Professional Teaching Standards
  3. Ability to act as liaison between staff and group home personnel
  4. Excellent administration and organizational skill and ability to meet deadlines
  5. Excellent human relations skills and ability to work with supervisors, teachers, students and agency staff
- DUTIES AND RESPONSIBILITIES:**
1. Supervise teachers in group homes and facilities throughout the five boroughs
  2. Ensure consistent implementation of program objectives
  3. Maintain programmatic and Title I Neglected & Delinquent mandated records
- HOURS:** After-school: 2 1/2 hours daily (TBD), three days per week, Monday through Thursday  
(Approximately 200 hours per position)  
3:30pm-6:00pm, 3:45pm -6:15pm or 4:00pm-6:30pm
- WORK YEAR:** September, 2011 to June, 2012
- SALARY:** As per CSA Collective Bargaining Agreement (\$43.93 per hour) or most current contractual rate
- APPLICATIONS:** Send letter of application and Form OP 175 (available in all schools and on DHR Website) by **October 31, 2011** to:

**Ms. MaryElizabeth Dunleavy, Supervisor**  
District 75  
District 75 / Citywide Programs  
400 First Avenue – 3<sup>rd</sup> floor  
New York, New York 10010

**PLEASE INCLUDE THE ABOVE VACANCY CIRCULAR NUMBER ON YOUR LETTER OF APPLICATION AND OP175.**

**APPROVED:** *Catherine Annirati*  
Director of Human Resources

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 via the Per Session Service System and receive approval before the person can begin working in the activity. **Failure to do obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.**

**AN EQUAL OPPORTUNITY EMPLOYER M/F/D**