

**District 75/Citywide Programs  
400 First Avenue  
New York City, New York 10010**

Posted Date: November 14, 2011  
Deadline: December 13, 2011

**District 75 Per-Session Vacancy Circular # 17                      2011-2012**  
**This per-session assignment is subject to funding availability**

**POSITIONS:**                      **District 75 Channel 13 Celebration of Teaching and Learning Booth and Post-Conference Facilitator: (3 positions)**  
District 75 Instructional Specialists and Teachers to coordinate and facilitate the planning, construction, set-up, and removal of the D75 Booth and booth exhibits at the WNET Celebration of Teaching and Learning, to assist in implementation activities at the Celebration, e.g. registration, vendor support, assistance to D75 presenters etc. and to work on post-production projects related to the Celebration

**LOCATION:**                      New York Hilton  
Avenue of the Americas and W. 54<sup>th</sup> Street  
New York, NY

**ELIGIBILITY:**

- N.Y.C. Department of Education regularly licensed District 75 Teachers currently serving in District 75

**SELECTION CRITERIA:**

- Candidates will be selected with priority given to those with experience at the District 75 Booth at the Celebration of Teaching and Learning
- Ability to meet established deadlines
- Involvement in professional development activities related to industrial arts, including design of adaptive equipment and technology
- Involvement in professional development activities related to media, including development of informational videos and media displays
- Satisfactory written and oral communication skills
- Satisfactory attendance and punctuality

**DUTIES AND RESPONSIBILITIES AT CELEBRATION OF TEACHING AND LEARNING:**

- Design and construct D75 booth at the Celebration venue, including exhibits and displays
- Create informational media projects for display at the booth
- Provide coverage at the D75 Booth at the Celebration for the entirety of the event
- Sign in all D75 staff, parents and guests at the Celebration
- Provide oversight and direction to Celebration registrants and vendors
- Coordinate and monitor the D75 In The Classroom presentations at the Celebration
- Provide preparation assistance to presenters
- Remove and pack D75 Booth at the end of the Celebration.
- Create and edit post-conference video projects for staff development

**HOURS:**                      Up to 50 hours per participant with preparation beginning December 2011, inclusive of the dates of the Celebration on March 15 March 16, and March 17, 2012, and post production activities

**SALARY:**                      Commensurate with U.F.T. Collective Bargaining Agreement

**APPLICATION:**                      Submit cover letter and an application for per session employment (OP 175) which is available in the schools, by December 13, 2011 to:

Gary Hecht, Superintendent  
C/O Maria Velez  
District 75/Citywide Programs  
400 First Avenue  
New York, New York 10010

**PLEASE INCLUDE THE CIRCULAR NUMBER ON YOUR APPLICATION (OP 175)**

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.** Depending on the location of the activity, requests for waivers and supporting documentation (see Form OP 175W) should be sent to the following:

**SCHOOL/ DISTRICT/ BOROUGH Positions:** Your Integrated Service Center's HR Partner or Children First Network's HR Director.  
**CENTRAL Positions:** Division of Human Resources – 65 Court Street (Rm. 801), Brooklyn, NY 11201.

**For Principal Per Session Activities Only** - Principals must submit a per session waiver request to their Superintendent using the current WEB online per session request system in FAMIS.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

APPROVED: Catherine Ammirati