



Dennis Walcott
Chancellor

GARY HECHT
Superintendent

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

Position Posted: September 9, 2011

JOB POSTING
District 75- Manhattan

TITLE: SCHOOL AIDE

Pending Funding Availability

Assigned to P. 94M

Work Location: **P.94M @ 397**
12 Spruce Street
New York, NY 100

Salary: As Per DC-37 Collective Bargaining Agreement

Basic Duties and Responsibilities:

- Assignments include lunch duty and other clerical assignments, as needed
- Escorts students, as needed
- Handles, stores, and distributes text books, instructional supplies
- Maintains school inventories

Minimum Selection Criteria:

- Excellent record of attendance and punctuality
- Demonstrated ability to work with supervisors and other school-based staff
- Demonstrated history of good human relations
- Demonstrated ability to efficiently carry out assignments

Anticipated Work Schedule: Monday-Friday 6 and ½ Hours per day
8:20 a.m. – 2:50 p.m.
(Inclusive of 30 minute unpaid lunch period)

Application:

Please send cover letter and resume, no later than September 19, 2011 to:

ATTENTION: Ronnie Shuster, Principal
75M094
442 E. Houston Street
NY, New York 10002
Fax No.: (212)-228-6984
rshuste@schools.nyc.gov

APPROVED: *Catherine Ammirati*
Director of Human Resources

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at www.nycenet.edu/o eo.