



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. 226M

Work Location: P.226M @ Manhattan School
12 West 12th Street
New York, NY 10011

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: Rachele Klainberg, Principal - IA,
75M226
345 E.15th Street
Bronx, New York 10474
Fax No.: (212)-477-5164
Rklainb@schools.nyc.gov

APPROVED: *Catherine Ammirati*
Director of Human Resources

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