

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

Posted Date: January 30, 2012  
Deadline: March 2, 2012

**District 75 Citywide Programs Per-Session Vacancy Circular # 27, 2011-2012**

**This per-session assignment is subject to funding availability**

**POSITIONS:** **EPIC/Best Practices Fair District Facilitator - Supervisor**

**LOCATION:** P.S. 369K @ Adams St. High School  
383 Adams Street  
Brooklyn, New York 11201

**ELIGIBILITY:**

- N.Y.C. Department of Education licensed District 75 Special Education Principal, Assistant Principal, or Supervisor currently assigned to District 75

**SELECTION CRITERIA:**

- Ability to meet established deadlines
- Involvement in professional development activities related to curriculum
- Satisfactory written and oral communication skills
- Satisfactory attendance and punctuality
- Priority will be given to those candidates with previous experience with Achievement Fair organization

**DUTIES AND RESPONSIBILITIES:**

- Supervise and facilitate implementation of Achievement Fair
- Supervise Program Set Up
- Supervise Registration of Participants
- Provide oversight and direction to participants and vendors
- Coordinate and monitor the best practice events of the day
- Provide assistance to presenters and schools

**HOURS:** Saturday, May 19, 2012 7:30 a.m. – 3:30 p.m.  
Maximum of seven (7) hours exclusive of 1 hour unpaid lunch

**SALARY:** Commensurate with Collective Bargaining Agreement

**APPLICATION:** Submit the following items to the address indicated below:

- 1- Letter of Application
- 2- OP-175 Application for Per Session Employment
- 3- OP-175W Waiver (if necessary)
- 4- Copy of valid New York City License as appropriate.

Gary Hecht, Superintendent  
c/o Maria Velez  
District 75/Citywide Programs  
400 First Ave  
New York, New York 10010-4004  
Attn: #27 EPIC/Best Practices Fair District Facilitator - Supervisor

**FILING DATE:** All applications must be received by the filing date indicated above

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.** Requests for waivers and supporting documentation (see Form OP 175W) should be sent to Carmen Serrano, NYC Department of Education- District 75, 400 First Ave – Rm 441, New York, NY 10010-4004 for entry in to the online Waiver Request System.

**For Principal Per Session Activities Only** - Principals must submit a per session waiver request to the Superintendent using the current online Principal Per Session Approval Request System FAMIS.

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

APPROVED:

**Roberto E. Tillman**  
Roberto E. Tillman  
Director of Operations