

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 # 28, 2011-2012

This per-session assignment is subject to funding availability

POSITIONS: **EPIC/Best Practices Fair District Facilitator – Teacher**

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

ELIGIBILITY:

- N.Y.C. Department of Education licensed teacher 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:

- Program Set Up
- Registration of Participants
- Provide direction to participants and vendors
- 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: #28 EPIC/Best Practices Fair District Facilitator – Teacher

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

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