



Community School District 13
 355 Park Place
 Brooklyn, NY 11238



Meghan Dunn, Superintendent

Darlene Cameron, Deputy Superintendent

Lisa H. Pilaski, Executive Director

The D13 Saturday Scene - Saturday Enrichment Programs

Dated: September 11, 2025
 10 Day Posting
 Contingent Upon Funding

Position:

Licensed Administrator

Locations:

Various middle schools throughout D13

Eligibility:

Licensed Administrator

Selection Criteria:

Current D13 administrator with satisfactory record of attendance and punctuality and knowledge of middle school application process.

General Duties and Responsibilities

1. Actively supervise program staff and manage end of term events.
2. Serve as District representative and point of contact for Superintendent, CBO, families, and other partners
3. Liaise with families, custodial, food services, district office, and/or central staff regularly
4. Ensure program expectations are being met by regularly checking in with Site Supervisors, classrooms, instructors, students, and parents.

Work Schedule

Dates: 13 Saturdays between October 25, 2025 - February 7, 2026
 Approx. 52 hours

Salary:

Per session rate as per CSA Collective Bargaining Agreement.

Application:

Submit letter of application via email and completed [OP175](#) form no later than September 26, 2025 to:

Kelly DeMonaco
 355 Park Place
 Brooklyn, NY, 11238
kdemona@schools.nyc.gov

RE: Supervisor Per Session Circular #1 - Saturday Scene in D13 Saturday Enrichment Program SY26

Service exceeding the number of hours specified in the DHR Memorandum dated March 5, 1999 concerning the change in the minimum number of hours for per session activities effective July 1, 1999 and/or service in more than one per session activity in a per session year (July 1, 2004-June 30, 2005)

Requires prior approval of the Chief Executive Officer for the Division of Human Resources. The appropriate Senior Executive, Senior Instructional Manager, Special Education Superintendent, Personnel Manager and any other appropriate head of a Central Headquarters office must make the request in writing (Form OP 175W) and receive written approval before the person can be working in the activity. For details, refer to Chancellor’s Regulation C-175 dated August 27, 1990.

PLEASE NOTE: Pursuant to DHR Memorandum dated April 19, 1999, the 270 hour limit will remain in effect for School Psychologists and School Social Workers employed in “School/CSE Assessment Staff” activities only.

APPROVED: _____