



**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: December 3, 2024

10 Day Posting

Contingent Upon Funding

Position:

**Licensed Administrator (2)**

Locations:

Various schools throughout D13

Eligibility:

Licensed Administrator

Selection Criteria:

Current D13 administrator with satisfactory record of attendance and punctuality.

General Duties and Responsibilities

1. Supervise program staff
2. Serve as district representative and point of contact for Superintendent, CBO and other partners
3. Liaise with families, custodial, district office, and/or central staff as necessary

Work Schedule

Dates: 1/11, 1/25, 2/1, 2/8, 3/1, 3/8, 3/15, 3/22, 4/5, 4/26, 5/3, 5/10, 5/17

8:30am - 12:30pm

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 December 25, 2024 to:

Lisa Pilaski  
355 Park Place  
Brooklyn, NY, 11238  
[lpilask@schools.nyc.gov](mailto:lpilask@schools.nyc.gov)

RE: Supervisor Per Session Circular #3 - Scene in D13 Saturday Enrichment Program SY25

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: \_\_\_\_\_