



*Meghan Dunn, Superintendent*

Darlene Cameron, Deputy Superintendent

Lisa H. Pilaski, Executive Director

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**D13 Saturday Regents Prep**

Dated: March 24, 2025

10 Day Posting

Contingent upon Funding

Position: Site Supervisor (1)

Location: (85K813) District 13 (355 Park Place, Brooklyn, NY 11238)  
Physical Location: To be determined

Eligibility: Valid NYC Department of Education license as Supervisor,  
School Building Leader, another appropriate supervisory license or NYS certificate.

Selection Criteria:

- Demonstrated ability to provide instructional and administrative leadership in an educational program focused on student centered, hands-on experiential instruction for varied learners.
- Satisfactory rating in the three most recent school years of active service
- Satisfactory record of attendance and punctuality.
- Demonstrated ability in supervising teachers working with diverse learning populations.

General Duties and Responsibilities

- Implement and assume responsibility for all instructional and administrative activities of the program.
- Provide on-site professional development and supervision.
- Assist with student arrival and dismissal.
- Meet with parents to discuss student progress.
- Coordinate schedules and distribution of incentives.

Work Schedule

Dates: Friday, May 2, 2025 (Planning Day 4 pm - 7 pm),  
Saturdays, May 3, May 10, May 17, May 31, June 7, and June 14, 2025  
Hours: 8:30 am - 1:30 pm  
Approx. 3 hours (Planning day), 5 hours each session; 33 total

Salary: Per session rate as per CSA Collective Bargaining Agreement.

Application: Submit letter of application via email and completed OP175 form no later than  
Wednesday, April 9, 2025 to:

Sylvia Wallace-Anderson

355 Park Place

Brooklyn, NY, 11238

swallace4@schools.nyc.gov

RE: Supervisor Per Session Circular #6 – D13 Saturday Regents Prep



**Community School District 13**

355 Park Place  
Brooklyn, NY 11238



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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: \_\_\_\_\_