



**Community School District 13**  
355 Park Place  
Brooklyn, NY 11238



*Meghan Dunn, Superintendent*

Darlene Cameron, Deputy Superintendent

Lisa H. Pilaski, Executive Director

**Team Member**  
**NYC Reads Implementation Team**  
Dated: April 16, 2025  
10 Day Posting  
Contingent Upon Funding

Position:

**Assistant Principal**

Location:

Virtual sessions

In-person session at 355 Park Place

Eligibility:

Assistant Principal

Selection Criteria:

Must be working to support the implementation of the D13 Tier 1 literacy curriculum

General Duties and Responsibilities

1. Attendance and active participation in all virtual and in-person sessions, and additional professional learning.
2. Implementation of any relevant information.
3. Completion of assignments and pre and post session reflections.

Work Schedule

Dates: April 2025 - June 2025

Salary:

Per session rate as per UFT Collective Bargaining Agreement.

Application:

Submit letter of application via email and completed OP175 form no later than April 23, 2025 to:

Sara Shin

355 Park Place

Brooklyn, NY, 11238

sschober@schools.nyc.gov

RE: Assistant Principal Per Session Circular: NYC Reads Implementation Team

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: \_\_\_\_\_