



Meghan Dunn, Superintendent

Darlene Cameron, Deputy Superintendent

Lisa H. Pilaski, Executive Director

District 13 Elementary Math Institute - August 2025

Dated: 5/27/2025

Contingent upon Funding

Position:

Elementary School Licensed Teacher (60):

Grade K to 2 teacher (30)

Grade 3 to 5 teacher (30)

Location:

District 13 (85K813)

13K067 - P.S. 67 - The Charles A. Dorsey Community School - 51 St. Edwards St - Brooklyn, NY 11205

Eligibility:

NYCDOE licensed and appointed teacher. Preferred license areas: Common Branch K-6, SWD - Current employment in a Community School District 13 New York City public school

Selection Criteria:

Teachers will be selected and preference given to applicants with the following:

- At least three (3) years of satisfactory (Highly Effective/Effective) experience within NYCPS
- At least three (3) years of satisfactory time and attendance
- Bachelor's degree or higher in a field of Elementary education
- Demonstrated understanding of the Next Generation Learning Standards for mathematics
- Demonstrated commitment to personal professional development
- Excellent written communication, organizational, and computer literacy skills
- Commitment to working during agreed upon schedule
- Demonstrated ability to work collaboratively
- Demonstrated experience in utilizing mathematics curricula to facilitate effective student learning

General Duties and Responsibilities

Activities will include:

- Attend in person sessions leading to being prepared to implement HQIM in their district or centrally.
- Participate in planning of units and unpacking of year-long scope and sequence.
- Work collaboratively with other team members and program staff.
- Active participation in all aspects of sessions. This includes but is not limited to bringing a laptop computer with internet access, tracking daily attendance hours, completing all required documentation and products during the allotted time.
- Effective and timely response to ongoing feedback and recommendations from colleagues and supervisors

Work Schedule

Dates: Friday, August 8, Monday, August 11 and Tuesday, August 12, 2025

8:30am to 3:00pm - approximately 6 hours per day, up to 18 hours total.



Community School District 13

355 Park Place
Brooklyn, NY 11238



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Salary:

Per session rate as per UFT Collective Bargaining Agreement.

Application:

Submit letter of application, resumé and completed OP175 form no later than the close of business on Monday, June, 19, 2025 to

Vito Di Leo Jr. , District Achievement and Instructional Specialist for Math - District 13
355 Park Place
Brooklyn, NY, 11238
vdileo@schools.nyc.gov
RE: Teacher Per Session Circular #30 – August Elementary Math Institute

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: _____