



Community School District 13
355 Park Place
Brooklyn, NY 11238



Meghan Dunn, Superintendent

Darlene Cameron, Deputy Superintendent

Lisa H. Pilaski, Executive Director

Accessible Communications Project

Dated: September 5, 2025

10 Day Posting

Contingent Upon Funding

Position:

Licensed Supervisor

Location:

All events will take place remotely.

Eligibility:

Licensed Supervisor

Selection Criteria:

Current D13 supervisor. Biliterate in English and French, Spanish, or Arabic.

General Duties and Responsibilities

1. Translate print and electronic D13 documents from English to French, Spanish, or Arabic for family/community-facing communications.
2. Translate French, Spanish, or Arabic family/community communications to English

Work Schedule

Dates: September 15, 2025 - June 30, 2026

Approx. 3 hours per month

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 30, 2025 to:

Lisa Pilaski

355 Park Place

Brooklyn, NY, 11238

lpilask@schools.nyc.gov

RE: Supervisor Per Session Circular #2: Accessible Communications Project

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: _____