




Ms. Onyx Peterson
 Dr. Elisa Correa-Soto
 Dr. Shannon O'Grady
 Mr. Christopher Bayer
 Ms. Mary Ellen Leimer
 Mr. Joseph McGrath
 Ms. Kimberly Rohring
 Dr. Natasha Freeman-Mack

Deputy Superintendent
 Asst. Superintendent, Secondary Curriculum & Instruction
 Asst. Superintendent, Elementary Curriculum & Instruction
 Asst. Superintendent, Exceptional Learners
 Interim Asst. Superintendent, Human Resources
 Asst. Superintendent, Chief Information & Data Officer
 Asst. Superintendent, Finance/Chief Financial Officer
 Asst. Superintendent, Chief Equity Officer

DATE: January 9, 2025
 MEMO: TO ALL SCHOOLS PLEASE POST
 FROM: Mary Ellen Leimer 
 Interim Assistant Superintendent for Human Resources

This posting will close at 4:00PM on Friday, January 24, 2025

RE: Internal Posting – Her Time to Play/Mount Saint Mary College Mentorship Program-CSEA

Dates: Elementary - Saturdays Mar 29; Apr. 5, 12, 26; May 3, 10, 17 (field trip), 31; Jun 7, 2025

Times: 9:00 AM – 1:00 PM

Dates: Secondary - Thursdays Mar 27; Apr. 3, 10, 24; May 1, 8, 17 (field trip), 22, 29; Jun 7, 2025 (Saturday)

Times: 2:30 PM – 6:00 PM

Please Note: Snow or Inclement weather, or school closings days will NOT be made up.

Her Time to Play includes a curriculum, created in partnership with the Women’s Sports Foundation, which pairs on-court training with off-court life skills lessons to help: Raise awareness of Title IX, build girls’ confidence and empower them to face the challenges of adolescence and teacher values like teamwork.

Applicants MUST hold NYS Certification in the area they are applying*

Title	# of staff needed	Miscellaneous Info: (requirements)
HTTP-CSEA	2- Homeless Liaison Coordinator or Parent Involvement Coordinator 1-Sub (May be Shared)	Oversees the general/day-to-day operations of HER TIME TO PLAY (recruitment, outreach, attendance, programming, impact of program). Knowledge of the McKinney-Vento Act; Knowledge of supports for McKinney-Vento scholars and families. Preference will be given to a person who coordinates McKinney-Vento a Parent Coordinator or someone who has created event facilitation related to grant work.
HTTP-SEC	2 - School Monitors 1 – School Monitor (May be Shared)	Ensures the safety of students, faculty, and visitors during program hours held within the NECSD school grounds. Preference will be given to Security monitors who are housed at the program buildings (THA and SMS).
HTTP-CLER	2-Clerical- 1 Elementary; 1 Secondary 2 – Sub Clerical- 1 Elementary; 1 Secondary	Ensures that all necessary materials are available for each session, make copies, phone calls to parents and provides general clerical support to meet program needs. Preference will be given to clerical applicants who have worked the program and are in the school where the program is housed.
HTTP-FOOD	3 – Food Service Helpers 1 – Sub Food Service Helper	To support snack and meal preparation at South Middle School.

Funding Source: McKinney-Vento Grant

**Contingent upon enrollment and funding from McKinney-Vento Grant*

Orientation Date: TBD

Please note there will be TWO FIELD TRIPS: One is May 17, 2025 and the second will be to the NY Liberty Basketball Camp date TBD. **Some program hours may be held at MSMC via school transportation.**

Compensation – As per the hourly rate according to the CSEA Collective Bargaining Agreement.

NOT TO EXCEED: 5 HOURS PER WEEK PER POSITION

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- **Internal candidates** must respond online through the District's website, under the "DISTRICT" tab, under "Employment with the District" Click on 'APPLY' alongside of the posting.

Paper applications will not be accepted. **PLEASE DO NOT EMAIL Ms. Leimer directly**

MEL:tc