



Ms. Onyx Peterson
 Dr. Elisa Correa-Soto
 Dr. Shannon O’Grady
 Mr. Christopher Bayer
 Ms. Mary Ellen Leimer
 TBD
 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: December 18, 2024

This posting will close at 4 PM on
 Friday, January 10, 2025

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Mary Ellen Leimer
 Interim Assistant Superintendent for Human Resources

RE: Internal Posting – **Friday Night Lights- Afterschool Enrichment Program-CSEA**

Anticipated Program Dates: (Fridays) January 2025 – June 2025

Times: 2:30 PM – 7:00 PM

Location: South Middle School

Dates: Jan. 31st, Feb. 7th, Feb. 28th, March 7, March 14th, March 21st, April 4th, April 25th, May 16th, & June 6th

Please note: SNOW DAYS will not be made up.

Support the Friday Night Lights evening program which partners with law enforcement and student enrichment to cultivate a better partnership in the community. Our students will be aligning to the principles of MBK Family and Community Engagement with a focus on community and service.

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

Title	# of staff needed	Miscellaneous Info: (requirements)
CSEA - Parent Coordinators	4 Parent Coordinators (may be shared)	4 Parent coordinators per session will be communicating with families and disseminating information/ providing workshops on the internet safety, school supports, services in the district and how to improve relationships with law enforcement.
CSEA - School Monitors	4 School Monitors + 2 subs as needed	Preference will be given to Security monitors who work at SMS during the day and have worked the Friday Night Lights program previously. All security monitors will support the arrival and dismissal of students.
CSEA - Food Services Helpers	3 Food Service Helpers	At South Middle School to support snack and meal preparation- Food Service staff will work from 2pm-6pm Not to exceed 5 hours per week
CSEA - Clerical	2 Clerical Staff	Clerical staff: some responsibilities will be: take attendance, submitting timesheets, and all other assigned duties. Preference will be given to clerical staff who are housed at SMS, who are familiar with the Friday Night Lights program, and 1 bilingual clerical support staff.

Funding Source: FACE MBK Grant

Positions will depend on student enrollment/attendance. This is an expanded learning opportunity to engage with law enforcement. This program is funded by the MBK FACE grant and it is contingent upon final approval and availability of funding from the NYS Education Department

Orientation Date/Time: TBD

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

NOT TO EXCEED: 5 HOURS PER WEEK PER POSITION

Internal candidates must respond online through the District’s website, under the “DISTRICT” tab, under “Employment with the District” Click on ‘APPLY’ alongside the posting.

Paper applications will not be accepted

PLEASE DO NOT E-MAIL directly to Ms. Leimer

MEL:tc