

ADMINISTRATIVE BULLETIN



SYRACUSE CITY SCHOOL DISTRICT

725 Harrison Street
Syracuse, New York 13210

The Syracuse City School District hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities including vocational education opportunities, without regard to age, gender, race, color, religion, marital status, sexual preference, national origin or disability. Questions regarding this policy may be referred to the building principal or Title IX and Section 504 Compliance Officer at (315) 435-4212 or 1025 Erie Blvd. West, Syracuse NY 13204.

No. 20
January 8, 2014
Distribution: General

CALENDAR of EVENTS

January – BIRTH DEFECTS PREVENTION MONTH

- NATIONAL VOLUNTEER BLOOD DONOR MONTH
- NATIONAL CAREERS IN COSMETOLOGY MONTH
- NATIONAL EYE HEALTH CARE MONTH
- NATIONAL GLAUCOMA AWARENESS MONTH
- NATIONAL MENTORING MONTH

6 – School Reopens

8 – Board of Education Meeting – 5:30 p.m. – Board Room, Central Office

11 – SCSD Robotics Challenge – 9 a.m. to 4 p.m. – MOST

15 – Payday

20 – Dr. Martin Luther King, Jr. Birthday Observance

22 – Education Work Session – 4:30 p.m. – Board Room, Central Office

25 – SAT and Subject Tests

27 – Operations Work Session – 4:30 p.m. – Board Room, Central Office

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1. TO ALL STAFF:

NEW SCHOOL BOARD MEMBERS

Congratulations to newly elected Board of Education Commissioners David Cecile and Derrick Dorsey who were sworn in at City Hall on Monday, December 30, along with re-elected Board of Education President Patricia Body. Their four-year terms are effective January 1, 2014 to December 31, 2017.

SHARON L. CONTRERAS
Superintendent of Schools

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2. TO ALL STAFF:

TEACHERS OF TOMORROW PROGRAM

The Syracuse City School District was awarded a State grant for the Teachers of Tomorrow Program. Financial assistance is available through this grant which is effective from July 1, 2013, through June 30, 2014. Please read the eligibility requirements carefully for each program contained in the information/applications on the following pages.

Repeat Notice

POSITION OPENINGS / CIVIL SERVICE EXAMINATIONS

All open positions are available for viewing on the Paperless Applicant Tracking System (PATS). Please follow the link to the "SCSD Employment" section at www.syracusecityschools.com where you can view positions or access the applications directly at <https://pats.scsd.us/>.

To obtain Civil Service examination announcements, applications or credit card payment forms please visit the Onondaga County Department of Personnel website at <http://www.ongov.net/employment/jobs/>.

JEREMY GRANT-SKINNER
Executive Director of Talent Management

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SHARON L. CONTRERAS
Superintendent

SYRACUSE CITY SCHOOL DISTRICT

Office of Talent Management
725 Harrison Street · Syracuse, NY 13210
Phone 315·435·4171 · talentmanagement@scsd.us

Sharon L. Contreras
Superintendent of Schools

January 2014

You have been identified as a teaching assistant who may be eligible for the 2013-2014 **Teachers of Tomorrow Summer in the City Internship Program**. This grant is effective from July 1, 2013 through June 30, 2014. Please read the following instructions carefully.

To be eligible you must:

- have successfully completed **60 or more** college credits.
- be in good academic standing as determined by the Institute of Higher Education (IHE) and have attended an accredited New York State institution in the current year.
- be enrolled **full-time** in a New York State registered teacher preparation program.
- demonstrate the desire to enter the teaching profession.
- be **recommended** by college or university to participate in this program.

In addition

- you must have been employed in one of the District's Summer School Programs during the Summer of 2013 **and worked for the duration of the program.**

If you meet the above eligibility criteria, you may apply to receive a stipend. The amount of the stipend will be based on the program in which you worked. A maximum stipend of \$1,000 will be paid for a 3.5 hours per day program; a maximum stipend of \$2,000 will be paid for a 6.5 hours per day program. Because this is a state grant, there are a limited amount of funds available; therefore, applications for this grant will be awarded and paid on a first come, first-served basis.

In order to apply for a stipend, you must complete and submit the following documentation:

- A **completed** application form, including all required signatures.
- **Transcript(s)** verifying successful completion of **sixty (60) or more** college credits.

Please complete the attached form, attach the required documentation and submit it to my attention in the Personnel Department by **May 23, 2014**.

If you have any questions, please call my office at (315) 435-4171.

Sincerely,



Ann M. Sanzone
Director of Recruitment and Selection

Teachers of Tomorrow
Summer in the City Internship Program
2013-2014 Application Form

Part I: Applicant Information

Name: _____ **Employee ID#:** _____
(Please print clearly) (Employee ID # can be found on your paycheck)

Address: _____

City/State/Zip Code: _____

Home Phone #: _____ **Cell Phone #:** _____

E-mail Address: _____

Part II: 2013 Summer Program Information

Name of 2013 Summer School Program worked: _____

Site Assigned: _____ **Job Assigned:** _____

Hours worked per day: (Please ☒ appropriate box) ☐ 3.5 per day ☐ 6.5 per day

Part III: Educational Information

College currently attending: _____

Teacher Preparation Program: _____

Anticipated completion/graduation date: _____

(Note: Transcript(s) submitted must verify these credits.)

Part IV: Signatures

Signature of Summer School Program Administrator verifying you worked full-time in a summer program. (If Summer School Program Administrator is no longer employed in the District, please contact 435-4171.)

Signature of College Representative verifying you are a current student in good standing in a *teacher preparation program*.

Name and Title

Date

Application Check List

- √ Have you successfully completed 60 or more college credits?
- √ Are you in good academic standing?
- √ Are you enrolled full-time in a NYS registered teacher preparation program?
- √ Are you recommended by college or university to participate in this program?
- √ Were you employed in one of the District's Summer School Programs?
- √ Have you submitted a completed application form including all required signatures?
- √ Have you submitted your transcripts verifying successful completion of sixty (60) or more college credits?

Note: Please check your application to ensure all documents and signatures are completed. An incomplete application will be returned.

RETURN COMPLETED APPLICATION TO:

**Ann M. Sanzone
Director of Recruitment and Selection
Syracuse City School District
725 Harrison Street
Room 118
Syracuse, New York 13210**

TEACHERS OF TOMORROW
TUITION REIMBURSEMENT PROGRAM
2013-2014 APPLICATION FORM

Part I: Applicant Information

Name: _____ Employee ID #: _____
(Please print clearly) (Employee ID # can be found on your paycheck)

Address: _____

City/State/Zip Code: _____

Home Phone #: _____ Cell Phone #: _____

E-mail Address: _____

Current Work School: _____

Current Position: _____

Area of Initial, Transitional or Provisional Certification: _____

Currently employed full-time in the following shortage area: _____
(See next page)

Part II: Educational Information

College currently attending: _____

2013-2014 Semester	Course #	Course Title	Course Tuition Amount

Note: A transcript(s) with passing grade(s) and proof(s) of payment must be submitted for each course.

Part III: Agreement and Application Signatures

Yes, I agree to teach one (1) year in a teacher certification shortage area as a condition of receiving this award.

Applicant Signature

Date

Signature of College/University Representative
(Counselor, Advisor, Bursar, Registrar)

Date

Shortage Areas

Statewide

Art
Bilingual Education
Career and Technical Education
Dance
English (grades 5-9 & 7-12)
English as a Second Language
Languages Other than English
Library & School Media Specialists
Mathematics (grades 5-9 & 7-12)
Music
Other Teaching
Physical Education
Reading & Literacy
Sciences (grades 5-9 & 7-12)
Special Education – Bilingual
Special Education (grades 5-9 & 7-12)
Theatre

Central Region

Art, Music, Theater, Dance
Career and Technical Education
English
ESOL /Bilingual
Languages other than English
Library/School Media Specialist
Mathematics
Other Teaching
Physical Education
Reading & Literacy
Sciences
Social Studies
Special Education

Application Check List

- ✓ Have you completed the application form?
- ✓ Have you and the College Representative signed the application form?
- ✓ Have you attached the transcript(s) with passing grade(s) for each course submitted?
- ✓ Have you attached proof and type of payment for each course submitted?
- ✓ Are you teaching in a NYS specified shortage area (see above)?
- ✓ Are you currently enrolled in an approved NYS certified teaching program?
- ✓ Have you received this grant for any two (2) previous years?
- ✓ Agree to teach one (1) year in a teacher certification shortage area
- ✓ Were/will your course(s) be taken and completed between the programs effective dates of July 1, 2013 – June 30, 2014?

**NOTE: If your application is submitted incomplete
and/or without the required documentation, it will be returned to you.**

Return completed applications to:

**Ann M. Sanzone
Director of Recruitment and Selection
Syracuse City School District
725 Harrison Street
Room 118
Syracuse, New York 13210**