



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
ALBANY ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

-----

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend Columbus Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: July 1, 2024 – July 12, 2024 (Excluding July 4&5)

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 10 Elementary teachers	5	9	405
• 3 Teacher Assistants	4	9	108
• 1 Security	5	8	36
• 1 Clerical	5	8*	50
• 1 Social Worker	4	9	36

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Columbus Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**Application for all Staff**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
ALBANY ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Teacher  | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Security          |
| <input type="checkbox"/> Nurse    | <input type="checkbox"/> Social Worker     |

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
COLUMBUS ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

-----

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend Columbus Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: July 1, 2024 – July 12, 2024 (Excluding July 4&5)

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 10 Elementary teachers	5	9	450
• 1 Registered Nurse	4.5	8	36
• 1 Security	5	8	40
• 1 Clerical	5	8*	40
• 1 Parent Liaison	4.5	9	40.5

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Columbus Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**Application for all Staff**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
COLUMBUS ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Teacher  | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Security          |
| <input type="checkbox"/> Nurse    | <input type="checkbox"/> Parent Liaison    |

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
CONKLING ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

-----

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend Conkling Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: June 28, 2024 – July 12, 2024 (Excluding July 4&5)

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 10 Elementary teachers	4.5	9	405
• 1 Nurse	3.5	9	31.5
• 1 Security	4	9	36
• 1 Clerical	4	9*	36
• 1 Parent Liaison	4	9	36

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Conkling Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**Application for all Staff**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
CONKLING ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Teacher  | <input type="checkbox"/> Security       |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Parent Liaison |
| <input type="checkbox"/> Nurse    |   |

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
GENERAL HERKIMER ELEMENTARY SCHOOL  
Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

-----

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend General Herkimer Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: July 1, 2024 – July 12, 2024

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 15 Elementary teachers	4	9	540
• 2 Teacher Assistants	3	9	54
• 1 Registered Nurse	3	9	27
• 1 Security	4	9	36
• 1 Clerical	4	9*	27
• 1 Parent Liaison	3	9	27

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at General Herkimer Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**Application for all Staff**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
GENERAL HERKIMER ELEMENTARY SCHOOL  
Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Teacher  | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Security          |
| <input type="checkbox"/> Nurse    | <input type="checkbox"/> Parent Liaison    |

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
HUGHES ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

---

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend Hughes Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: June 28, 2023 – July 12, 2024 (Excluding July 4&5)

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 9 Elementary Teachers (Including 2 SPED & 1 ENL)	4	9	324
• 1 Teacher Assistant	3.5	9	31.5
• 1 Registered Nurse	3.5	9	31.5
• 1 Security	4	9	36
• 1 Clerical	4	9*	236
• 1 Social Worker	4	9	36

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Hughes Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MA**

SEK/ss  
4/2/24



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**Application for all Staff**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
HUGHES ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Teacher  | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Security          |
| <input type="checkbox"/> Nurse    | <input type="checkbox"/> Social Worker     |

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
JEFFERSON ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

-----

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend Jefferson Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: June 28, 2024 – July 12, 2024 (Excluding July 4&5)

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 12 Elementary teachers	4.5	9	486
• 1 Registered Nurse	3.5	9	31.5
• 1 Security	4	9	36
• 1 Clerical	4	9*	36

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Jefferson Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**Application for all Staff**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
JEFFERSON ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

Teacher  Security

Clerical

Nurse

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
JONES ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

---

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend Jones Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: August 19, 2024 – August 28, 2024

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 13 Elementary teachers (K-6 9, LMS-1, ENL-2, PE-1)	4	8	416

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Jones Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**Application for all Staff**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
JONES ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

Teacher  Security

Clerical

Nurse

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM  
KERNAN ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

-----

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend Kernan Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: June 28, 2024 – July 12, 2024

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 11 Elementary teachers	4.5	9	445.5
• 1 Teacher Assistants	3.5	9	31.5
• 1 Registered Nurse	3.5	9	31.5
• 1 Parent Liaison	4	9	36
• 1 Security	4	9	36
• 1 Clerical	4	9*	36

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Kernan Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**Application for all Staff**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM**

**KERNAN ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

- |                                  |  |                                   |
|----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Teacher Assistant | <input type="checkbox"/> Security |
| <input type="checkbox"/> Nurse   | <input type="checkbox"/> Parent Liaison    | <input type="checkbox"/> Clerical |

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**PLEASE POST**

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**

**EXTENDED LEARNING TIME PROGRAM**

**M.L. KING, JR. ELEMENTARY SCHOOL**

**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

---

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend M.L. King, Jr. Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: August 19, 2024 – August 27, 2024

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 11 Elementary teachers	4.5	9	445.5
• 1 Registered Nurse	3.5	9	31.5
• 1 Security	4	9	36
• 1 Clerical	4	9*	36

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at M.L. King, Jr. Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24





UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**  
**EXTENDED LEARNING TIME PROGRAM**  
**WATSON WILLIAMS ELEMENTARY SCHOOL**  
**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

-----

The purpose of this program is to provide Elementary Education activities in the Utica City School District for eligible students who attend Watson Williams Elementary School entering Grades 1-6 in the Fall 2023.

Dates of Program: July 1, 2024 – July 12, 2024 (Excluding July 4&5)

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 8 Elementary teachers	4	9	288
• 4 Teacher Assistants	4	9	144
• 1 Security	4	9	36
• 1 Clerical	4	9*	36
• 1 Parent Liaison	4	9	36

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Watson Williams Elementary School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24

**Application for all Staff**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**ELEMENTARY EDUCATION SUMMER PROGRAM – 2024**  
**EXTENDED LEARNING TIME PROGRAM**  
**WATSON WILLIAMS ELEMENTARY SCHOOL**  
**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

- |   |  |
|---|--|
| <input type="checkbox"/> Teacher        | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Clerical       | <input type="checkbox"/> Security          |
| <input type="checkbox"/> parent Liaison |  |

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PLEASE POST**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**SECONDARY EDUCATION SUMMER PROGRAM – 2024**  
**EXTENDED LEARNING TIME PROGRAM**  
**DONOVAN MIDDLE SCHOOL**  
**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

The purpose of this program is to provide Secondary Education activities in the Utica City School District for eligible students who attend Donovan Middle School entering Grades 7-8 in the Fall 2023.

Dates of Program: July 1, 2024 – August 31, 2024

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 14 Teachers	4.5	10	630
• 3 Teacher Assistants	3.5	10	105
• 1 Registered Nurse	3.5	10	35
• 1 Security	5	10	50
• 1 Clerical	4	10	40
• 1 Parent Liaison	3.5	10	35

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Donovan Middle School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24

**Application for all Staff**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**SECONDARY EDUCATION SUMMER PROGRAM – 2024**  
**EXTENDED LEARNING TIME PROGRAM**  
**DONOVAN MIDDLE SCHOOL**  
**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

Teacher                       Teacher Assistant                       Clerical  
 Security                       Nurse                       Parent Liaison

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PLEASE POST**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**SECONDARY EDUCATION SUMMER PROGRAM – 2024**  
**EXTENDED LEARNING TIME PROGRAM**  
**JOHN F. KENNEDY MIDDLE SCHOOL**  
**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

The purpose of this program is to provide Secondary Education activities in the Utica City School District for eligible students who attend John F. Kennedy Middle School entering Grades 7-8 in the Fall 2023.

Dates of Program: July 1, 2024 – August 31, 2024

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 14 Teachers	4.5	10	630
• 3 Teacher Assistants	3.5	10	105
• 1 Security	5	10	50
• 1 Nurse	3.5	10	35
• 1 Clerical	4	10	40
• 1 Parent Liaison	3.5	10	35

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at John F. Kennedy Middle School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24

**Application for all Staff**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**SECONDARY EDUCATION SUMMER PROGRAM – 2024**  
**EXTENDED LEARNING TIME PROGRAM**  
**JOHN F. KENNEDY MIDDLE SCHOOL**  
**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Teacher  | <input type="checkbox"/> Teacher Assistant |
| <input type="checkbox"/> Security | <input type="checkbox"/> Clerical          |
| <input type="checkbox"/> Nurse    | <input type="checkbox"/> Parent Liaison    |

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_ **Length of time in current position:** \_\_\_\_\_ **If interested in substituting, please indicate dates available:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PLEASE POST**





UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**SECONDARY EDUCATION SUMMER PROGRAM – 2024**  
**EXTENDED LEARNING TIME PROGRAM**  
**PROCTOR HIGH SCHOOL**  
**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

All Programs are pending State Education Department and Board of Education approval and subject to availability of funds and student enrollment.

-----  
The purpose of this program is to provide Secondary Education activities in the Utica City School District for eligible students who attend Proctor High School entering Grades 9-12 in the Fall 2023.

Dates of Program: July 1, 2024 – August 31, 2024

Vacancies for staff:

	Number of Hours	Number of Days	Total Hours
• 14 Teachers	4.5	10	630
• 3 Teacher Assistants	4	10	120
• 4 Security	5	10	200
• 2 Clerical	4	10*	80
• Nurse	4	10	40
• Parent Liaison	4	10	40

\*Must work 4 days after last student day by contract.

Criteria for Selection of Staff:

- Minimum requirement of all teaching staff is appropriate New York State Certification
- Teachers who will be servicing students at Proctor High School in the Fall of 2023 will be given preference.

Salaries: As per contract

Qualified applicants should submit application (attached) to Sara E. Klimek, Chief Human Resources Officer by the close of business on **April 16, 2024** via FAX (315) 792-4885, mail or bring to Human Resource Department. If faxed, please retain a confirmation for your records.

**PLEASE DO NOT E-MAIL.**

SEK/ss  
4/2/24

**Application for all Staff**



UTICA CITY SCHOOL DISTRICT  
929 York Street  
Utica, New York 13502

Sara E. Klimek  
Chief Human Resources Officer

Phone (315) 792-2249  
Fax (315) 792-4885

**SECONDARY EDUCATION SUMMER PROGRAM – 2024**  
**EXTENDED LEARNING TIME PROGRAM**  
**PROCTOR HIGH SCHOOL**  
**Funding: Title I, Title II, Title III, Title IV, SIG 1003a**

**Please complete and return to the Human Resource Department by April 16, 2024**

**Please check appropriate box:**

Teacher                                       Teacher Assistant                                       Parent Liaison  
 Clerical     Security     Nurse

**Name:** \_\_\_\_\_

**Home Address, Street, City, Zip Code:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Position applying for:** \_\_\_\_\_

**Certification Status:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_  
(Please note if Elementary or Special Education)

**School location:** \_\_\_\_\_

**Length of time in current position:** \_\_\_\_\_

**If interested in substituting, please indicate dates available:**

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**