
HOME INSTRUCTION SCHOOLS

Ramona Pizarro, Principal

*3450 East Tremont Avenue
Bronx, NY 10465
Phone (718) 794-7200
Fax (718) 794-7232*

Posted Position

Date: 8/13/25

POSITION: DC-37 Family Worker

TERM: SY 25/26

LOCATION: (1) 360 36th Street, Brooklyn, NY 11232

(1) 142-10 Linden Blvd, Queens NY 11436

HOURS: 8:00 AM - 3:30pm, M-F Inclusive of 30 min unpaid lunch) 7 hours

DUTIES & RESPONSIBILITIES:

- Answer phones; handle multiple phone calls
- Enter admits, discharges, 407s, teacher-to-teacher transfers, etc. onto guidance database
- Maintain files of pending cases and discharges for guidance office
- Assist schools with attendance/discharge issues

SELECTION CRITERIA:

- Excellent record of attendance and punctuality
- Demonstrated ability to work with supervisors and other school-based staff
- Demonstrated history of good human relations
- Demonstrated ability to efficiently carry out assignments

APPLICATION: Submit letter of intent indicating qualifications by close of business on **8/27/25** to:

Ramona Pizarro, Principal

Todd Alessandro, Assistant Principal

Home Instruction Schools

3450 E. Tremont Avenue

Bronx, NY 10465

Email to TAlessandro@Schools.nyc.gov

Note: Position subject to budget availability