

## PARAPROFESSIONAL VACANCY CIRCULAR

**School Name: Highland Park Community School**

**District: 19**

**School Site: IS 171 Campus, 528 Ridgewood Avenue, Brooklyn, NY**

**Send Cover Letter and Resume to: hpcs760@gmail.com**

### POSITIONS

Paraprofessional

### DESCRIPTION

Join a team out to transform “business-as-usual” education. Our mission is to cultivate bold-thinkers and leaders that create innovative solutions to solve problems locally and globally.

We believe students learn best when they are leading the work and that work has meaning. We are a project-based school and each year begins with a real community-focused project such as Fresh Food Access or Waterfront Preservation. These projects guide our instruction for the year and are the lens through which instruction is taught. Students are immediately able to see how they can be a resource for issues facing their local community and the world at large.

We achieve this by R.E.E.L. Communication, our Core Values are *Resilience, Empathy, Ethics, Leadership* and *Communication*.

We are seeking extraordinary Middle School Grade Teachers who exemplify our Core Values and are committed to going above and beyond to model these values in every aspect of their employment. As a small school community, employees will be called upon to work collaboratively with other disciplines and support multiple aspects of the school.

An 8-10 day summer planning institute will offer an essential opportunity for staff to be involved in developing the school’s culture and instructional program. Additionally, the school will offer opportunities for paraprofessionals to participate in:

- After school and/or Saturday enrichment, sports, arts, and family programs
- In-house school committees and/or special programs.
- Daytime professional development such as inquiry work, intervisitations, teacher common planning, and collaborative conversation

*Advance notice of dates will be supplied, and those who participate will be compensated according to the terms of the UFT contract. Staff participation in these activities is voluntary, although strongly encouraged, as they are very important to the development of the school.*

### ELIGIBILITY REQUIREMENTS

UFT Paraprofessionals hired after 2004 must have a Level 1 NYSED Teaching Assistant Certificate.

UFT Paraprofessionals hired before 2004 currently on DOE payroll are eligible for this position.

### DUTIES AND RESPONSIBILITIES

Because roles in small schools are varied and complex, serious consideration will be given to applicants who demonstrate in their resume and cover letter experience and/or willingness to commit to the school’s mission and core beliefs and to become involved in these essential aspects:

- Working within a non-traditional school schedule and organization structure that meets the needs

## **PARAPROFESSIONAL VACANCY CIRCULAR**

- of English Language learners and students requiring special education services
- Supporting students in the classroom
  - Contributing to student observation and documentation files
  - Collaborating with individual teachers and teacher teams to provide targeted, small group and one-on-one instructional support to students
  - Working with teachers to implement an integrated curriculum and student-centered environment
  - Collaborating with teachers to create a learning environment where students' emotional and social needs are met through conflict resolution, peer mediation, collaborative learning, team building activities, etc.
  - Seeking professional growth experiences, and contributing to the professional growth of colleagues

### **SELECTION CRITERIA**

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Ability to assist teachers in implementing reading and writing strategies in daily lessons
- Ability to assist teachers in implementing mathematical and scientific strategies in daily lessons
- Ability to assist teachers in implementing study skills and organizational strategies in daily lessons
- Ability to work with classroom teachers to implement collaborative learning activities
- Strong student management skills
- Ability to professionally and effectively communicate orally and in writing with colleagues and students
- Ability to work in teams and collaborate and support school wide initiatives to support student engagement and learning
- Commitment to continuous professional growth (i.e. professional development, formal education, outside reading)
- Experience or willingness to learn how to support the use of technology in the classroom to improve student learning
- Ability to assist teachers in all independent, partner, group and whole class projects, work and activities
- Excellent attendance, punctuality and organizational skills

In addition to the cover letter, resume, and interview, applicants must present three references including, if possible, one from a current supervisor. Other references might include a colleague with whom the applicant has collaborated, and/or a professional organization or staff development representative.

### **WORK SCHEDULE & SALARY**

As per Collective Bargaining Agreement