PARAPROFESSIONAL VACANCY CIRCULAR

School Name: Yorkville East Middle School
District: 02
School Site: 1458 YORK AVENUE, New York, NY 10075
Send Cover Letter and Resume to: middleschool177@gmail.com

POSITIONS
Paraprofessional

DESCRIPTION
Yorkville East Middle School prepares students to be critical thinkers, effective problem solvers and powerful communicators in a rapidly changing 21st century world. We engage students in an education that broadens their interests and deepens their understanding of the world around them in both the social and physical sciences. By embracing academic rigor, student voice, collaboration, self-direction and empathy, our students will have the confidence, tenacity and skills for success.
We are seeking a paraprofessional a strong commitment to being a life-long learner and strong interpersonal skills.

A 5-day summer planning institute will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program. Because we believe that all staff members play an important role in the education of our students, the school will offer opportunities for paraprofessionals to participate in activities like:

- In-house school committees and/or special programs

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 with teachers to implement an integrated curriculum and student-centered environment
- 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
- 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

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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
- 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