

## PARAPROFESSIONAL VACANCY CIRCULAR

**School Name: PS 360**

**District: 29**

**School Site: 199-10 112 Ave, St. Albans, NY 11412**

**Send Cover Letter and Resume to: [ps360q@gmail.com](mailto:ps360q@gmail.com)**

### POSITIONS

Paraprofessional

### DESCRIPTION

PS 360 nurtures and challenges all students based on their individual student readiness. Through an individualistic approach, student scholars gain academic, social, and emotional skills required for personal and academic success. Student scholars engage in meaningful learning experiences, including literacy that is integrated with the arts, math, social studies, and science. Our school is training students for their continuing education by aligning to college and career readiness expectations.

All members of our school community work together collaboratively to ensure an atmosphere highly conducive to academic advancement, in order to prepare students for the 21<sup>st</sup> century and to provide a firm foundation for students to become thoughtful lifelong learners.

An 8-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:

- After school and/or Saturday tutoring, enrichment, sports, arts, and family programs
- 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 eligible educational paraprofessionals

### 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:

- Supporting students in the classroom
- 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:

- Ability to assist teachers in implementing reading and writing strategies in daily lessons
- Ability to professionally and effectively communicate orally and in writing with colleagues and students
- 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
- Excellent attendance, punctuality and organizational skills
- Willingness to carry out the above duties and responsibilities

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