

## PARAPROFESSIONAL VACANCY CIRCULAR

**School Name:** MS 291 West End Secondary School for Urban Studies

**District:** 03

**School Site:** 227 West 61<sup>st</sup> Street, New York, New York, 10023

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

### POSITIONS

Paraprofessional

### DESCRIPTION

West End Secondary School empowers students to achieve at the highest level by cultivating their innate curiosity and nurturing their natural ability to wonder and create. We envision our classrooms to be a safe context in which adolescents can work through problems with guidance and the necessary supports to arrive at their own true discovery. The delight that characterizes the moment when one reaches an understanding, arrives at the derivation of a formula, or acknowledges the connection between a math problem and its application to engineering are extraordinary moments in a student's development. These accomplishments are most memorably achieved and valued when a student ventures into this territory as a result of carefully planned learning experiences that place the teacher as the facilitator of learning. WESS will emphasize the central role that the student plays in his or her own learning process, understanding that students learn best when they discern the value in learning and enjoy getting there. We will immerse students in authentic learning experiences that require investigation, discovery, and innovative thinking. Through carefully crafted interdisciplinary units of study designed to spark their imaginations, students will develop the capacity to become reflective questioners and critical thinkers who consider multiple perspectives. It is the expectation that our students, teachers, and school leaders recognize the importance of lifelong learning and continuously seek out ways they can grow and learn.

A 10-day summer planning institute will offer an essential opportunity for team members 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, before school, and/or Saturday tutoring, enrichment, sports, arts, and family engagement programs

- In-house school leadership and/or special programs
- Daytime professional development such as inquiry work, inter-visitations, teacher common planning, and collaborative conversation

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.
- Daytime professional development with teachers and collaborative conversation among all staff members

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*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:

- Working with teachers to ensure a 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
- 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.
- Facilitating and/or being an active member in professional development opportunities
- 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 student's daily lessons
- Ability to assist teachers in implementing mathematical and scientific strategies in student's daily lessons
- Ability to assist teachers in implementing study skills and organizational strategies in student's 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, willingness to facilitate professional development, formal education, outside reading)
- Ability to assist teachers in all independent, partner, group and whole class projects, work and activities
- Excellent attendance, punctuality, organization and management skills

## **PARAPROFESSIONAL VACANCY CIRCULAR**

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