

PARAPROFESSIONAL VACANCY CIRCULAR

School Name: M.S. 839

District: 15

School Site: Parkside Educational Complex, 713 Caton Avenue Brooklyn, NY

Send Cover Letter and Resume to: info@ms839.org

POSITIONS

Paraprofessional

DESCRIPTION

The mission of the M.S. 839 community is to develop young people who can think critically, communicate effectively, and collaborate with a spirit of curiosity and discovery. The core program at M.S. 839 prepares students academically through a rigorous interdisciplinary project based instructional model and supports students socially and emotionally through a comprehensive small group advisory program. We believe that all children benefit from broad exposure to the arts, music, world languages and technology; so student learning will be infused with these in-depth electives. M.S. 839 thrives from the unique diversity of our community, and we believe that by working together with our families to make thoughtful decisions we can provide an educational experience that readies our students for high school, the real world, and post-secondary education.

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:

- 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:

- Working within a non-traditional school schedule and organization structure that meets the needs of English Language learners and students requiring special education services
- Supporting students in the classroom
- Contributing to student observation and documentation files

PARAPROFESSIONAL VACANCY CIRCULAR

- 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 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