PARAPROFESSIONAL VACANCY CIRCULAR

School Name: Redwood Middle School
District: 28
School Site: 133-25 Guy R. Brewer Blvd, Queens, NY 11434
Send Cover Letter and Resume to: redwoodms332@gmail.com

POSITIONS
Paraprofessional

DESCRIPTION
Redwood Middle School creates a diverse, collaborative learning community where high expectations and an engaging, supportive learning environment allows all students to think critically, persevere though challenges and reach their full potential. We believe that when students are engaged, appropriately challenged, and focused on advocating for themselves and their communities that they will have a positive impact on their communities and realize their dreams.

The major components of the program at Redwood Middle School will include an extended school day for all students, advisory program with a focus on service to the community, and small group intensive classes designed to meet students where they are and move them to the next level. The ideal paraprofessional candidate will have a commitment to supporting all students and the capacity to carry out all duties that will make all students academically and socially successful.

A 5-10-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 within a non-traditional school schedule and organization structure that meets the needs of English Language learners and students requiring special education services
- 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

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 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)
- 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