

## PARAPROFESSIONAL VACANCY CIRCULAR

**School Name: Business Technology Early College High School**

**District: 26**

**School Site: 230-17 HILLSIDE AVENUE, QUEENS, NY 11427**

**Send Cover Letter and Resume to: btechschoolbox@gmail.com**

### POSITIONS

Paraprofessional

### DESCRIPTION

Business Technology Early College High School (BTECH) is a new 9-14 school opening in September 2014. Students entering 9th grade will have up to six (6) years to complete their HS requirement and earn an associate degree from Queensborough Community College of the City University of New York (QCC), at no cost to the student. The school is in partnership with SAP – an international company that specializes in business enterprise software. Students will enroll in dual-credited courses and participate in work based learning experiences, such as mentoring, job site visits, apprenticeship and internships. Successful completion of the high school and college degree programs, earns the students opportunities for employment at SAP or in the thousands of companies around the globe who run SAP software. BTECH's mission is to combine academic excellence with technical aptitude thus empowering students to be successful in our modern, information-based global economy and community. BTECH students will develop strong technical, design, and communication skills, and they will graduate with professional certifications and the workplace experience necessary to give them a competitive edge in tomorrow's employment marketplace.

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
- Mentoring and reverse mentoring relationships with students and industry partners

*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

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- 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 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