

PARAPROFESSIONAL VACANCY CIRCULAR

School Name: Benjamin Franklin High School for Finance & Information Technology

District: 29

School Site: 207- 01 116TH AVENUE, QUEENS, NY 11411

Send Cover Letter and Resume to: benfranklinFIT@gmail.com

POSITIONS

Paraprofessional

DESCRIPTION

The Benjamin Franklin High School for Finance & Information Technology is a new career and technical education (CTE) high school focusing on finance & information technology (IT). The school will provide industry-approved coursework (developed by the National Academy Foundation (NAF)) and recognized certifications in the fields of finance and IT. Franklin FIT will maintain partnerships with TD Bank and Queens College and students will have the opportunity to take college level courses in 11th and 12th grade. Franklin FIT curriculum will focus on communication skills, critical thinking and personal and academic planning. Our partnership with the Institute for Student Achievement (ISA) will support us in promoting the social-emotional well being of all our students. All staff will participate regularly in teams to plan curriculum and look at student work and engage in work to develop students' college readiness skills and give them an edge in their future careers.

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

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- 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 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
- 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