

PARAPROFESSIONAL VACANCY CIRCULAR

School Name: P.S. 361

District: 30

School Site: 39-07 57th Street, Woodside, NY 11377

Send Cover Letter and Resume to: ps361q@gmail.com

POSITIONS

Paraprofessional

DESCRIPTION

The mission of P.S.361Q is to provide rigorous instruction that supports each individual child's strengths, interests, and needs. At our school, we recognize the unique gifts that each child brings to the community and believe that children learn best when they are motivated. We encourage our children to explore their curiosities, ask questions, work through real-life challenges, and collaborate with others to solve problems.

Through our work together, children will think critically, demonstrate effective problem solving skills, and communicate powerfully and compellingly with a wide-range of audiences. As a school community, we celebrate the unique gift in each child and support each child to become successful: academically, socially and emotionally in an environment of trust, safety and academic rigor that will prepare them for an ever changing global society.

We seek staff members who are passionate and committed in supporting the whole child. Candidates must have a strong commitment to positive behavior intervention approach, experience in implementing data driven student supports, knowledge of Universal Design for Learning strategies, and enthusiasm to engage in collaborative inquiry and on-going professional feedback. Maintaining a growth mind-set with a strong commitment for on-going learning is also crucial.

Being that P.S. 361Q is a culturally diverse school, we also expect all our staff members to “recognize and appreciate cultural variance, actively tune in to culturally influenced learning patterns, and be able to look beyond cultural patterns to see individuals” and the gifts they bring to our school community. (Four Steps to Cultural Competence)

A 9-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.
- Inquiry work with teachers and other staff members 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:

- 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.
- 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
- 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