

## PARAPROFESSIONAL VACANCY CIRCULAR

**School Name:** City Knoll Middle School

**District:** 02

**School Site:** PS 51, 525 West 44<sup>th</sup> Street, Manhattan, NY 10036

**Send Cover Letter, Resume and Portfolio to:** [cityknollms@gmail.com](mailto:cityknollms@gmail.com)

### POSITIONS

Paraprofessional

### DESCRIPTION

City Knoll Middle School ([www.cityknollms.org](http://www.cityknollms.org)) prepares students to realize their dreams through dedication to academic excellence, collaboration, and creativity. We aim to empower our school community with the knowledge that the process of utilizing words and images on a page, or utilizing new media and technologies to communicate a message can move ideas and information to the hearts and minds of others and potentially produce a call to action. We develop and support creative, inquisitive, articulate, well-informed individuals who upon graduation are capable of successfully shaping their own futures.

City Knoll Middle School integrates the arts, multimedia and new technologies to support the presentation of knowledge and ideas through public speaking and performance with opportunities for student choice, real world experiences, field work, and the use of community resources. Rigorous Common Core aligned learning is connected to student interests through project-based units of study that culminate in opportunities to present knowledge to authentic audiences in regular celebrations of achievement.

A 10-15 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.
- Professional development such as inquiry work, common planning sessions, collaborative conversation, study groups, and community building retreats

*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:

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- 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
- 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, as well as 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