

**THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
BROOKLYN, NEW YORK 11201**

Posted Date: June 24, 2016

Deadline Date: July 15, 2016

**POSITION: LEAD TEACHER ASSISTANT (PARAPROFESSIONAL)
VARIOUS SCHOOLS**

OVERVIEW:

The Lead Teacher Assistant –Paraprofessional (LTA) has been created to allow for a more diverse use of paraprofessionals in classrooms and schools to support student needs. The position allows schools to utilize a paraprofessional in the role of a true Assistant Teacher, supporting instruction in the classroom, working with students alone or in small groups, under the general supervision of the classroom teacher. This position allows paraprofessional to hone their skills and create a possible pathway to teaching.

POSITION SUMMARY:

The position functions as a true assistant teacher, working with a single teacher of record for a single class throughout the school year to support all aspects of instruction, except that in certain exceptional circumstances, the LTA may be assigned to a different teacher and class.

RESPONSIBILITIES:

The LTA shall support all aspects of instruction including:

- Assist the teacher of record in planning, including but not limited to, the planning and delivery of daily instruction.
- Assist the teacher of record by working with students alone or in small groups (5-10 students) under the general supervision of the teacher, and, while under the direct supervision of the teacher, assist in the delivery of instruction to the whole or part of the class.
- Support the practice of other paraprofessionals in their school through on the job activities such as inter-visitations and demonstrations of classroom work, attending and delivering professional development, during the work day, to bring their knowledge back to paraprofessionals in the school.
- The LTA may cover for the teacher of record to whom the LTA is assigned for up to ten days over the course of the school year.

QUALIFICATIONS:

- Must possess a Bachelor's degree, which must be awarded prior to July 1, 2016.
- Must possess NYS certification as a Teaching Assistant at any level.
- Must have a satisfactory record of attendance and punctuality.

SELECTION CRITERIA:

- Experience working in teams and collaborating with colleagues.
- Willingness to collaborate with the classroom teacher in the planning and delivery of instruction targeted to the meet the needs of diverse learners.
- Ability to build relationships with students.
- Knowledge of small group and classroom management techniques.

