

## PARAPROFESSIONAL VACANCY CIRCULAR

**School Name:** Bedford Park Elementary School

**District:** 10

**School Site:** 3177 Webster Ave, BRONX, NY 10467

**Send Cover Letter and Resume to:** bpesx77@gmail.com

### POSITIONS

Paraprofessional (bilingual Spanish preferred)

### DESCRIPTION

The Bedford Park Elementary School is committed to providing our diverse student body with a high quality; standards based education in English and Spanish, in an environment that is supportive of the whole child. To this end, students will develop into confident and creative critical thinkers and problem solvers, capable of becoming contributing members of our global community. The values that form the bedrock of our work are respect, innovation, scholarship and effort.

Our core values impact every aspect of our work, and as such, we are looking for educators with a commitment to upholding these principles. We are looking for enthusiastic educators that are willing to take on new challenges and work in a highly collaborative and dynamic environment.

A 4-5-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

*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
- 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
- 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.

## **PARAPROFESSIONAL VACANCY CIRCULAR**

- 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
- Strong student management skills
- 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