

Paraprofessional Vacancy Circular

School Name: Bard High School Early College Bronx

District: Bronx District 12

School Site: 1619 Boston Road, Bronx, NY 10460

Send Cover Letter and Resume to: Apply.BardBx@bhsec.bard.edu

POSITION

Paraprofessional

DESCRIPTION

Bard High School Early College Bronx, a partnership between Bard College and the New York City Department of Education, invites applications to join our staff for Bard High School Early College (BHSEC) Bronx's founding academic year.

The Bard Early Colleges (BEC) are founded on the belief that, for many young people, college can and should start at an earlier age. Acting on this belief, Bard Early College enables students to begin serious college study in place of the traditional 11th and 12th grades, at no cost to students or families. The Bard Early Colleges offer a unique home for young people's intellectual ambition: as both tuition-free, branch campuses of Bard College and public high schools, they award a high school diploma and a Bard College Associate in Arts degree (and 60 transferable credits) by the end of the 12th grade. Students are taught by Bard College faculty in undergraduate seminar classes, all deeply rooted in the liberal arts and sciences, in Bard College's commitment to excellence in teaching, and in Bard's mission as a private college in the public interest.

Now entering its third decade, the Bard Early College network enrolls over 3,000 young people in campuses in Queens, Manhattan, and Hudson, New York; Newark, New Jersey; New Orleans, Louisiana; Cleveland, Ohio; Baltimore, Maryland; and Washington, D.C.

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
- 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
- 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

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