**School Name:** PS 482 - Albee Square Montessori Public School

**District:**13

**School Site:** 424 Albee Square West, Brooklyn New York 11201

**Send Cover Letter, Resume and Portfolio to:** albeesquaremontessori@gmail.com

**POSITION**

Paraprofessional

**DESCRIPTION**

Albee Square Montessori Public School is the first district public school in NYC Public Schools.

In our diverse school, each child is seen as a culturally rich unique individual who will thrive and learn in beautiful and peaceful Montessori multi-age classrooms rich with materials and experiences designed to support a wide range of learning styles and developmental levels.

Through immersion in the natural world around them and bringing awareness of their environmental responsibility to our planet through sustainability efforts, children will explore and learn through guided observation, inquiry driven, hands-on experiences, exploration and discovery.

We are looking for staff members who demonstrate a willingness to be a part of our diverse, student-centered school and with a knowledge of or commitment to learning the principles of Montessori education including; student-centered learning in an intentionally designed, mixed-age classroom environment.

A 5-day summer planning institute will offer an essential opportunity for staff to be involved in developing the school’s culture and instructional program. Additionally, the school will offer opportunities for teachers to participate in:

* After school and/or Saturday tutoring, enrichment, sports, arts, and family programs
* In-house school committees and/or special programs.
* Daytime professional development such as inquiry work, intervisitations, teacher common planning, and collaborative conversation

*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.*

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**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 in a new start up organization within a non-traditional school schedule and organizational structure aligned to the Montessori philosophy * 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:

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| * 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