**School Name:** PS 413 - Joanne Seminara School of Law and Medicine

**District:** 20

**School Site:** 6740 3rd Avenue Brooklyn, NY 11220

**Send Cover Letter and Resume to:** [20k413info@gmail.com](mailto:20k413info@gmail.com)

**POSITION**

Paraprofessional

**DESCRIPTION**

**Our Vision**

We are dedicated to creating a joyful and inclusive learning community where all students’ cultural and linguistic backgrounds are not only celebrated but also embraced. Our students will be on track to enrich their local and global communities in different careers, including law and medicine.

**Our mission**

We will develop students’ skills academically as well as socially and emotionally to become independent thinkers and to persevere as lifelong learners. We continue nurturing a community of students that value diversity and embrace the power of overcoming challenges. We will encourage students to take risks and view mistakes as opportunities to grow and learn. One of our responsibilities is to find different entry points to meet students where they are and build their independence to continue growing academically as well as socially and emotionally.

**Our core values**

As we lead by example, administration, staff, and students will show rather than tell real examples of respect, communication and perseverance.

**Our Approach**

We believe in meeting students where they are and setting short and long term goals based on their needs. We will monitor students’ learning and adjust plans based on students’ progress. Staff will utilize a multisensory as well as inquiry approach to meet the needs of all students in all content areas. We strive to empower our students and build their independence by consistently building connections between prior experiences and new learning. Students will engage in interdisciplinary activities where they will apply and transfer new learning in their daily learning.

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.

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.

*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

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| * 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 * Willingness to carry out the above duties and responsibilities |

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