**School Name:** MS 407- School of Technology, Arts, and Research

**District:** 20

**School Site:** 650 86th Street, Brooklyn, NY, 11228

**Send Cover Letter, Resume and Portfolio to:** MS407hiring@gmail.com

**POSITION**

Paraprofessional

**DESCRIPTION**

Mission: At MS 407, we will work to maintain rigorous, high-quality instruction for all students. Our mission is to provide an educational program that positions our students to become contributors to our community and society on a local and global scale. We aim to provide an instructional environment that, at its core, will be equitable, accessible to all, engaging, and unique to our school community. Students will engage in learning experiences that allow them to explore their passions, build collaborative relationships, advocacy, and student agency.

* MS 407 will be a school that leverages teachers’ passions in the development of the instructional program, offering students a unique instructional experience during the school day.
* MS 407 will utilize a collaborative, project-based learning approach in the development of curriculum, and instructional practices.
* MS 407 is looking for team members who are committed to an inclusive teaching environment that is supportive of a diverse student body.
* MS 407 will be a school that engages the community and all its stakeholders in a continuous effort to sustain high-level instruction for all students.
* MS 407 will offer a District Superintendent Program, designed for an accelerated learning track which will result in high school course offerings.
* MS 407 will offer a NEST Program, supporting students with Autism Spectrum Disorders (ASD).

MS 407 is looking for staff with a commitment to engaging our stakeholders and team members in these tenants.

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 a significant 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:

| * 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 |
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**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 * 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 |
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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