**School Name:** P643X

**District:** 75

**School Site:** 639 St. Ann’s Avenue, Bronx NY 10455 & 2075 Webster Avenue, Bronx NY 10457

**Send Cover Letter, Resume and Portfolio to:** [infop643x@gmail.com](mailto:infop643x@gmail.com)

**POSITIONS**

Paraprofessional

**DESCRIPTION**

Our mission at P.643X is to help our students achieve high levels of social-emotional and academic success.  We will collaborate with parents and the community to create a safe, supportive, nurturing environment that respects our students' individuality and promotes rigorous, differentiated academic instruction that leads to successful college and career readiness. We are seeking candidates with the capacity to create collaborative, results-driven learning environments grounded in the principles of social emotional learning, positive behavior supports and standards-based instructional experiences with modifications where all children and their families feel understood, secure and supported in their growth.

A 3-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:

* 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:

* Assist student in academic and non-academic areas, as assigned by the teacher
* Attend to the physical needs of students which may include dressing, feeding, and other activities of daily living as indicated on the IEP
* Assisting with students at breakfast, lunch, busing, related service periods, as well as out of classroom activities as indicated on the IEP
* Assist with student ambulation and mobility which may include lifting, transfer, and repositioning students as well as transporting students in wheelchairs
* Work with students with significant emotional challenges by providing behavior intervention support as indicated by the behavior plans of students
* Escort students to related services and other out-of-classroom activities
* Assist students in bathroom and toileting activities as needed
* Collecting and recording student behavior and achievement data
* Assist in student’s IEP process, NYSAA data-folio collection as well as functional behavior assessments

**SELECTION CRITERIA**

The successful candidate will demonstrate:

* Willingness to carry out the above duties and responsibilities
* 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
* Experience or willingness to learn how to support the use of technology in the classroom to support student learning
* Ability to assist teachers in all independent, partner, group and whole class projects, work and activities
* Excellent attendance, punctuality, organization and management skills
* Commitment to continuous professional growth
* Ability to assist students by lifting, feeding, toileting, transferring, and repositioning students as well as transporting students in wheelchairs
* Ability to use a positive behavior supports to reinforce appropriate behaviors in the classroom

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