

PARAPROFESSIONAL VACANCY CIRCULAR

School Name: Academy of Cultural Excellence

District: 30

Short-Term School Site: 11-11 40th Avenue, Long Island City, NY 11101

Long-Term School Site: 23-10 43rd Avenue, Long Island City, NY 11101

Send Cover Letter and Resume to: Academyofculturalexcellence@schools.nyc.gov

POSITIONS

Paraprofessional

DESCRIPTION

At the Academy of Cultural Excellence, we design safe learning environments and build strong, caring relationships with students and families, recognizing the knowledge, languages, and experiences they bring with them. We teach foundational skills with clarity and intention, and create opportunities for students to apply what they learn through collaboration, problem-solving, and hands-on work that connects to real questions, communities, and experiences. Through consistent structures and high expectations, we support students in thinking deeply and using what they learn in meaningful ways.

- Academy of Cultural Excellence is looking for staff with a commitment to building strong relationships with students and families and contributing to a safe, caring school community.
- Academy of Cultural Excellence is looking for staff with the capacity to collaborate with colleagues and families to support students' learning, well-being, and full participation in the life of the school.

A 6-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:

- 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

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- 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 work in teams and collaborate and support school wide initiatives to support student engagement and learning
- Ability to assist teachers in all independent, partner, group and whole class projects, work and activities
- Commitment to continuous professional growth (i.e. professional development, formal education, outside reading)
- 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