**School Name:** Queens International Secondary School

**District:** 24

**School Site:** 976 Seneca Ave, Ridgewood, NY 11385

**Send Cover Letter, Resume and Portfolio to:** [Edemchak@schools.nyc.gov](mailto:Edemchak@schools.nyc.gov)

**POSITIONS**

Subject to sufficient budget, positions in the school may include, but are not limited to, the following titles: **Bilingual Paraprofessional (Spanish, French and/or Arabic)**

**DESCRIPTION**

**Queens International Secondary School** is a new district 6-12 school that will open in Fall 2025 with both 6th grade and 9th grade classes. The school, in partnership with the Internationals Network for Public Schools, serves a student population of Multilingual Learners. The mission of Queens International Secondary School is to build uponstudents’ talents and diverse cultural backgrounds to cultivate an inclusive, collaborative, and academically nourishing learning community that prepares students for lifelong success and learning.

We are looking for paraprofessionals and staff with experience and/or interest in supporting multilingual learners in project-based learning classrooms. Staff work in interdisciplinary teams to develop and implement project-based assessments that advance students’ language, academic and social emotional skills.

In late August 2025, school staff is encouraged to attend a one day retreat and a 1.5 week Summer professional development institute that 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 colleague |

**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 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