Paraprofessional Job Posting

**School Name:** HBCU Early College Prep

**District:** 29

**School Site:** 88-15 182nd Street, Jamaica, NY 11423

**Send Cover Letter and Resume to:** HbcuEarlyCollegePrep@gmail.com

**POSITION**

Paraprofessional

**DESCRIPTION**

**About HBCU Early College Prep:**HBCU Early College Prep is the first-of-its-kind early college high school model in a major metropolitan area, offering NYC students in Southeast Queens the opportunity to earn a tuition-free associate’s degree from Delaware State University while completing their high school education. This initiative merges the rich heritage of Historically Black Colleges and Universities (HBCUs) with innovative educational practices, providing students with both academic rigor and a supportive, community-centered environment.

Our partnership with Delaware State University leverages a unique framework that combines:

* **Comprehensive Support**: Integrating HBCU traditions, mentorship, and culturally responsive pedagogy to ensure student success.
* **Innovative Early College Model**: Blending in-person campus visits with virtual learning to create a dynamic, flexible learning environment.

**Professional Development**: NYCPS staff receive specialized training to implement early college strategies effectively

**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

**SELECTION CRITERIA**

The successful candidate will demonstrate:

* Willingness to carry out the above duties and responsibilities
* 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
* Ability to assist teachers in all independent, partner, group and whole class projects, work and activities

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