**School Name:** P.S. 331

**District:** 20

**School Site:** 6312 13th Avenue, Brooklyn NY 11219

**Send Cover Letter and Resume to:** ps331bkjobs@gmail.com

**POSITIONS**

Paraprofessional

**DESCRIPTION**

At P.S. 331, we envision a nurturing and inclusive learning environment where we firmly believe that every student can and will acquire the essential skills necessary for success in life. Our commitment is to foster 21st-century global citizens, empowering graduates with a profound understanding of entrepreneurial pathways, sensible financial knowledge, and proficiency in strong communication and technology skills. With a dedicated focus on a world language.

**P.S. 331 School Vision:**

Our vision is to **cultivate well-rounded next generation global citizens.**

**P.S. 311 Mission Statement(3Es):**

Our mission is to provide a comprehensive educational experience that not only supports our students to flourish academically but also socially, and emotionally, laying the foundation for a lifetime of success and fulfillment.

As a school community, we will implement our 3Es:

* **Empower** students to self-advocate, and self-love to foster a strong sense of identity and purpose.
* **Explore** innovative technology, financial literacy, and entrepreneurial pathways to solve real-world problems and anticipate future job opportunities.
* **Engage** diverse communities to promote cross-cultural appreciation, prioritize teamwork, and develop ethical leaders who value integrity, empathy, and social responsibilities so that they can contribute positively to the increasingly interconnected world.

**P.S. 311 Core Values(5Cs):**

* Compassion,
* Courage
* Commitment
* Creativity
* Community

A 4-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 staff to participate in:

* Before/After school and/or Saturday tutoring, enrichment, sports, arts, family and community engagement activities
* 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. Bilingual Chinese and/or Spanish preferred with satisfactory ratings and attendance.

**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
* 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
* 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