

Guidance for Principals: Paraprofessional Classroom Manager

Recently, the NYC DOE and the UFT reached an agreement that created a new role, the Paraprofessional Classroom Manager. Below is some additional information about duties, posting and staffing. You can find the actual agreement [here](#).

Paraprofessional Duties During COVID-19

A paraprofessional's primary duties are to provide services to students as recommended on their IEPs and assist with the instructional program. The table below outlines additional duties that all paraprofessionals and the Paraprofessional Classroom Manager may be asked to perform during their contractual workday, when they are not working directly with a student or class.

Summary of Duties and Work Day for All Paraprofessionals and Paraprofessional Classroom Manager <i>Full details are outlined in the paraprofessional duties and working conditions during the COVID period agreement</i>	
All Paraprofessionals	Paraprofessional Classroom Manager
<p>On-site paraprofessionals, during their contractual workday, when they are not working directly with a specific student or class, may be directed to:</p> <ul style="list-style-type: none"> • <i>assist with arrival and/or dismissal including busing</i> • <i>assist with health screening upon entry</i> • <i>provide student and parent outreach</i> • <i>provide other administrative duties including but not limited to hall duty, cafeteria duty, attendance processing</i> 	<p>In addition to all other paraprofessional duties, the Paraprofessional Classroom Manager will also manage classrooms of students, under the general direction of a pedagogue, while the students:</p> <ul style="list-style-type: none"> • <i>perform independent work</i> • <i>eat during non-instructional lunch</i> • <i>are being instructed by a remote teacher during synchronous learning. In this scenario, the total class size (on-site students + remote students) may not exceed pre-COVID class size limitations for that subject area/grade level.</i>
<p>All paraprofessionals: Paraprofessionals will not be required to stay in the school building for more than 6 hours and 20 minutes per day. Paraprofessionals will be expected to remotely perform the equivalent of 30 minutes of work. School supervisors can create paraprofessional daily schedules that are consistent with the contract parameters and provide for 30 minutes of remote work at the start or end of the school day.</p>	<p>In the event of an emergency, the Paraprofessional Classroom Manager may teach a scheduled class when no teacher is available to cover.</p> <ul style="list-style-type: none"> • If a Paraprofessional Classroom Manager is asked to do more than 5 such emergency coverages in a term, then the PCA will be paid the teacher's coverage rate (in addition to the stipend above).

Posting & Staffing the Position

- Schools may post this position at their local level following normal posting process. Schools must use the Duties and Responsibilities included below and may not change the requirements of currently employed full-time UFT paraprofessional. In addition, preference must be given to paraprofessionals who are on the Lead Teacher Assistant Eligibility List.
- If posted on or prior to October 15, 2020, this posting will remain open for no more than 5 days, at which point offers can be made. If posted after October 16, 2020, the posting shall follow normal rules regarding posting times. Schools must follow these parameters when determining posting dates under the “Application and Deadline” section in the posting.
- Because not all paraprofessionals may be in every day, the position must be posted and emailed to all paraprofessionals in the school.
- Among those paraprofessionals that apply, priority **must be** given to those who have been accepted into the Lead Teacher Assistant (LTA) pool but have not been selected for an LTA position.
- Paraprofessional Classroom Managers (PCMs) will receive a stipend of \$1,750 per term. Payment of this stipend will be treated similarly to other career ladder/stipend type titles (e.g. Lead Teacher Assistant) and will be paid out on each payroll in the semester (not one lump sum). Schools may use their FSF or [School Allocation Memo \(SAM\) #56](#) funds for the incremental cost.
- Schools may elect to create one or more Paraprofessional Classroom Manager positions based on available funding.
- Schools may not select a paraprofessional for the PCM role who is also serving in the role as Lead Teacher Assistant.
- If a student’s IEP-recommended paraprofessional (1:1 or group) is selected for a PCM role, the school must immediately identify a plan of support for the student when the paraprofessional will serve as the PCM. This could include finding an alternate individual to serve in the role, in which case the parent should be informed. If the plan of support results in another significant alteration of paraprofessional support, either remotely or in-person, discuss that plan with the parent, revise the student’s Program Adaptations Document (PAD) in SESIS, and provide the revised PAD to the parent.
- If a classroom paraprofessional (e.g., 12:1+1) is selected for a PCM role, the school must immediately identify a plan of support for the class when the paraprofessional will serve as the PCM. If this results in a classroom paraprofessional not being available to support the class in-person or remotely at times, any expected changes must be discussed with students’ parents, and students’ PADs in SESIS should be revised and provided to the parents.
- If an alternate placement paraprofessional (APP) is identified as a PCM, the school must identify a plan to support the language needs of any students in the class whose language of instruction is covered by the APP and inform the families in that class of the plan.

Additional guidance on how to staff this position, including instructions for actions needed in Galaxy, can [be found here](#).

For support with posting and staffing the position, please contact your B/CO HR Director.

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN CAPITAL
BROOKLYN, NEW YORK 11201

Posted Date:
Deadline Date:

POSITION: PARAPROFESSIONAL TO SERVE AS:

PARAPROFESSIONAL CLASSROOM MANAGER

LOCATION: SCHOOL BASED DBN

OVERVIEW:

- The paraprofessional classroom manager will receive a per term stipend of \$1,750 to perform this work. Among those paraprofessionals that apply, priority will be given to those who have been accepted into the Lead Teacher Assistant (LTA) pool but have not been selected for an LTA position.
- The Paraprofessional Classroom Manager (PCM) allows for the greater flexibility in the use of full-time paraprofessionals in their school. While the PCM will continue with their regular paraprofessional responsibilities, they are also able to manage additional functions with children while they are not working directly with a specific student or class and while under the general direction of a teacher.

RESPONSIBILITIES:

In addition to their regular paraprofessional duties, the Paraprofessional Classroom Manager will:

- Manage in-person classrooms of students, under the general direction of a pedagogue, while the students:
 - perform independent work
 - eat during non-instructional lunch
 - are being instructed by a remote teacher during synchronous learning. In this scenario, the total class size (on-site students + remote students) for may not exceed pre COVID class size limitations for that subject area/grade level.
- In the event of an emergency, the paraprofessional classroom manager may teach an in-person scheduled class when no teacher is available to cover.
 - In this scenario, if a Paraprofessional Classroom Manager is asked to do more than five (5) such emergency coverages in a term, then the Paraprofessional Classroom Manager will be paid the teacher's coverage rate (in addition to the stipend above).
 - The paraprofessional classroom manager will not be expected to teach except in an emergency coverage situation as described above.

QUALIFICATIONS: *Must be a currently employed full-time UFT paraprofessional. This is an in-person position and only in-person staff are eligible.*

SELECTION CRITERIA:

- Experience working in teams and collaborating with colleagues.
- Demonstrated experience in collaborating with the classroom teacher in the planning and delivery of instruction targeted to meet the needs of diverse learners.
- Ability to build relationships with students.
- Prior successful experience in working in small group and classroom management techniques.
- Ability to work independently with students and engage them in the learning process by using multiple strategies.
- Participation in activities that encourage continuous professional growth.
- Ability to communicate proficiently verbally and in writing.
- Excellent record of attendance.

SCHEDULE/WORK YEAR:

This is a per term position.

SALARY:

The Paraprofessional Classroom Manager is a per-term position, which will be paid at a stipend of \$1,750 per term.

SELECTION PROCESS:

Preference will be given to those paraprofessionals who are on the Lead Teacher Assistant Eligibility List.

APPLICATION AND DEADLINE

- **Please submit letter of interest to Principal XXXXX no later XXXXXXXXX**

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**Executive Director, HC School Support,
Division of Human Capital**