

REPLACE WITH SCHOOL LETTERHEAD

PER SESSION VACANCY NOTICE # SCHOOLS ENTER PS NUMBER DATE

**SUMMER RISING 2022
NUMBER OF POSITIONS SUBJECT TO STUDENT ENROLLMENT and FUNDING
AVAILABILITY**

POSITION: IEP/Educational Paraprofessional - Summer Rising Support

Paraprofessional (PM Support)

LOCATION: SPECIFIC SCHOOL LOCATION

**ELIGIBILITY: Currently employed as an Educational Paraprofessional in the
Department of Education**

SELECTION CRITERIA:

1. Applicants must be available for in person assignment and for the entire duration of the program listed below in the schedule
2. No substantiated allegations of misconduct stemming from an OEO, OSI, or SCI investigation within the last 3 years (does not preclude paraprofessionals with less than three years of service)
3. Preference given to paraprofessionals already working at that Summer Rising site
4. Experience and successful practice in student enrichment programs
5. Ability to communicate effectively orally and in writing
6. Satisfactory record of attendance and punctuality
7. Strong student management skills

DUTIES & RESPONSIBILITIES:

1. Collaborate with DOE teachers/staff/8am -3pm paraprofessional (if applicable) and CBO staff to provide supports for students during instructional and enrichment activities. Where applicable, those supports will be per the students' IEP and/or 504.
2. Support students with DOE instructional activities and CBO-led enrichment activities by providing guidance on students' management and health needs.
3. Support teachers and site supervisors in maintaining regular outreach with families and providing updates regarding engagement and participation in DOE instructional and CBO-led enrichment activities.
4. Maintain records of work with students, as needed.
5. Other duties and responsibilities that the program may require in accordance with the UFT Collective Bargaining Agreement.

WORK SCHEDULE:

**SCHOOLS SHOULD CUSTOMIZE BELOW – TIMES AND WORK DAYS CAN BE IN
DIFFERENT SHIFTS (e.g., 2 weeks at a time, etc.)**

Work Days: Monday through Friday; July 5, 2022 to August 19, 2022.

Work Schedule: 3:00 pm – 6:00 pm

Salary: Per Session rates as per the UFT Collective Bargaining Agreement

Application: SCHOOLS SHOULD INCLUDE CONTACT INFORMATION HERE