

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

Posted Date: February 12, 2020

Deadline Date: March 27, 2020

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**POSITION:** PARAPROFESSIONAL TO SERVE AS:  
  
LEAD TEACHER ASSISTANT (LTA) OR BILINGUAL LEAD TEACHER ASSISTANT (BLTA)

**LOCATION:** VARIOUS SCHOOLS

**OVERVIEW:**

These positions have been created to allow for a more diverse use of paraprofessionals in classrooms and schools to support students' needs. The positions allow schools the ability to utilize a paraprofessional in the role of a true Assistant Teacher, supporting instruction in the classroom, working with students alone or in small groups, under the general supervision of the classroom teacher throughout the school year. These positions also afford paraprofessionals the opportunity to hone their skills while creating a possible pathway to a teaching career.

**RESPONSIBILITIES:**

The **LTA** is assigned to one classroom, supporting all aspects of instruction. This includes, but is not limited to the following:

- Assisting the teacher of record in planning, preparation and delivery of daily instruction.
- Assisting the teacher of record by working with students alone or in small groups. Under the general supervision and the direct supervision of the teacher, assist in the delivery of instruction to part of or the entire class.
- Supporting the practice of other paraprofessionals in their school through on the job activities such as inter-visitation and demonstrations of classroom work; attending and delivering professional development during the workday to turnkey knowledge to other paraprofessionals in the school.
- Implementing, under the direction of the teacher, instructional programs and lesson plans.
- Monitoring individual and/or groups of students in a variety of settings in order to provide a safe and positive learning environment.
- Covering for the teacher of record to whom the LTA is assigned for up to ten days over the course of the school year.
- Bilingual applicants may be considered for non-special education classrooms with multilingual learners.

The **BLTA** - is assigned to support all aspects of instruction for students who are recommended for Bilingual Education or Bilingual Special Education. These positions are limited and must first be approved by the Central Divisions of Specialized Instruction and Student Support and Human Capital. The responsibilities include, all the above LTA responsibilities, and the following:

- Assisting the teacher of record in planning, preparation and delivery of daily BILINGUAL instruction.
- Assisting the teacher of record by working with BILINGUAL students alone or in small groups. Adapting classroom materials, activities, assessments, and/or assignments under the direction of the classroom teacher for the purpose of supporting and reinforcing class objectives.
- Assisting students with limited English language skills with lesson assignments individually, or in small groups.
- Working with the teacher to provide a culturally responsive, relevant, and respectful classroom environment.
- Providing opportunities for students to access and process content and information in their home language as appropriate.

**QUALIFICATIONS:**

- Candidates must hold a Bachelor's Degree and a Teacher Assistant certification (any level I, II or III) from the New York State Education Department. (*Paraprofessionals who were hired before 9/1/2004, and who have been grandfathered in for employment are required to obtain their NYS Teacher Assistant certification (Level I, II or III), to be eligible for this position*).
- Candidates must meet all qualifications for the position at the time of their application and before the March 29, 2019 deadline.
- Must have served one year as a full-time active paraprofessional.
- Must have a satisfactory record of attendance and punctuality.
- BLTA applicant must be fully bilingual in the target language.

**SELECTION CRITERIA:**

- Experience working in teams and collaborating with colleagues.

- Willingness to collaborate 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.
- Knowledge of 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.
- Willingness to support practice of other paraprofessionals and share strategies with them to build capacity.
- Ability to communicate proficiently verbally and in writing.
- Bilingual applicants for both the LTA and the BLTA, will be expected to complete both an in-person interview as well as a writing sample in their second language. Candidates who have passed the NYS Bilingual Educational Assessment (BEA) examination will be exempt from an interview in the native language.

#### **SCHEDULE/WORK YEAR:**

**As per NYCDOE/UFT agreement**, School Based Schedule. Additionally, Applicants must be available during the last week in August to participate in a mandatory two day training session (Per Session offered at the training rate). Exact dates and times of the training to be determined. Additionally, there will be regular trainings scheduled during the school year during the regular school day. Those selected for LTA positions will be required to attend a joint collaborative training with the UFT Teacher Center. Those selected for BLTA positions will be required to attend the same trainings plus additional, targeted, trainings/professional development modules focusing on Bilingual Education and Bilingual Special Education.

#### **SALARY:**

The Lead Teacher Assistant and Bilingual Lead Teaching Assistant are annual positions, and will receive additional compensation of \$5000 over and above the applicable contracted annual salary for one-year contingent upon the selected candidate remaining in the position at the school through the full 2020-2021 school year.

#### **SELECTION PROCESS:**

A joint DOE-UFT committee to establish a pool of eligible candidates will screen the applications. The committee will invite eligible applicants for an in-person interview with representatives of the Joint Committee. Once the eligible pool is established, principals who choose to create the LTA/BLTA position will make hiring selections from the pool and work with their HR Directors to facilitate the hiring of the selected candidate. Individuals selected by a principal are NOT obligated to accept an offer for an LTA/BLTA position, nor are principals obligated to establish the position.

#### **APPLICATION PROCESS**

- Eligible applicants must complete and submit an online application. Only one application is necessary. All applicants will be considered for the LTA position. Applicants are required to indicate interest in the Bilingual Lead Teacher Assistant (BLTA) position by completing the appropriate section of the application. **Please indicate in the application if you would like to be considered for a bilingual position.**
- The LTA application can be accessed through: <https://nyc.teacherssupportnetwork.com/Start.do?CareerPath=INC>
- The application can also be accessed through the Scholarships, Incentives and Speech Programs website at: [www.teachnycprograms.net](http://www.teachnycprograms.net) through the Career Training Program Portal.
- Applications will be available online from **February 12, 2020** through close of business (**5:00PM**), **March 27, 2020**.
- The following documentation must accompany the application:
  - Resume.
- **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Questions regarding this posting should be directed to HR Connect at 718 935-4000.

#### **AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at: <http://schools.nyc.gov/OEO>.

APPROVED BY:   
 Executive Director, HC School Support,  
 Division of Human Capital