

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

Posted Date: January 17, 2022

Deadline Date: March 31, 2022

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

LOCATION: VARIOUS SCHOOLS

OVERVIEW:

The Lead Teacher Assistant (Monolingual/Bilingual) Paraprofessional (LTA/BLTA) position has been created to allow for more diverse use of paraprofessionals in classrooms and schools to support students' needs. Throughout the school year, under the general supervision of the classroom teacher, LTAs support classroom instruction and work with students alone or in small groups. This annual position also allows paraprofessionals to hone their skills through professional development opportunities provided by the UFT. This role is a potential career pathway for paraprofessionals interested in pursuing teacher certification.

The LTA (Monolingual/Bilingual) position provides an additional \$5,000 compensation over the paraprofessional's contracted annual salary for the school year. Payment is the responsibility of the selecting school. The paraprofessional will revert to their original title and base salary at the end of the school year.

RESPONSIBILITIES:

The **LTA** - is assigned to one (1) classroom, supporting all aspects of instruction. This includes but is not limited to the following:

- Assist the teacher of record with planning, preparation, and delivery of daily instruction.
- Assist the teacher of record by working with students alone or in small groups.
- Assist in delivering instruction to part of or the entire class under the general and direct supervision of the teacher of record.
- Support other paraprofessionals' practice through on-the-job activities such as inter-visitation and demonstrations of classroom work.
- Attend and deliver professional development during the workday to turnkey knowledge to other paraprofessionals in the school.
- Cover for the teacher of record to whom the LTA is assigned for **up to ten (10) days** over the course of the school year.

The **BLTA** - is assigned to support all aspects of instruction for students recommended for Bilingual Education or Bilingual Special Education. Bilingual applicants may be considered for non-special education classrooms with multilingual learners. These positions are limited and must first be approved by the Central Divisions of Specialized Instruction and Student Support and Human Resources.

The responsibilities include all the above LTA responsibilities, and the following:

- Assist the teacher of record with planning, preparation, and delivery of daily BILINGUAL instruction.
- Assist the teacher of record by working with BILINGUAL students alone or in small groups.
- Adapt classroom materials, activities, assessments, and assignments to support and reinforce class objectives under the classroom teacher's direction.
- Assist students with limited English language skills with lesson assignments individually or in small groups.
- Work with the teacher of record to provide a culturally responsive, relevant, and respectful classroom environment.
- Provide opportunities for students to access and process content and information in their home language, as appropriate.

QUALIFICATIONS:

Candidates must meet the following eligibility criteria at the time of application filing.

LTA Candidates (Monolingual/Bilingual) must:

- Complete the online application
- Currently hold a bachelor's degree
- Currently hold an active and issued Teacher Assistant certificate (Level I, II, or III) from the New York State Education Department (NYSED)
- Paraprofessionals hired **before 9/1/2004** and grandfathered in for employment must obtain their NYS Teacher Assistant certification (Level I, II, or III) to be eligible for this position
- Have one (1) year of employment as a full-time active paraprofessional at the New York City Department of Education
- Have a satisfactory record of attendance and punctuality

- Meet all qualifications for the position at the time of application filing and before the application deadline, March 31, 2022
- Participate in an interview and writing assessment, if eligible

LTA Candidates (Bilingual) must:

- Demonstrate fluency and high language proficiency in the target language
They will show mastery in the following areas:
 - Read: the ability to read and understand texts written in the language
 - Write: the ability to formulate written texts in the language
 - Comprehend: the ability to follow and understand speech in the language
 - Speak: the ability to produce speech easily and without hesitation in the target language and be understood by its speakers.

SELECTION CRITERIA:

Candidates should exhibit, but are not limited to the following:

- 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 the practice of other paraprofessionals and share strategies to build capacity.
- Ability to communicate proficiently both verbally and in writing.
- Bilingual applicants will be expected to complete both an interview and a writing sample in their target language. Candidates who have passed the NYS Bilingual Educational Assessment (BEA) examination will be exempt from the writing sample in the target language.

SCHEDULE/WORK YEAR:

As per the NYCDOE/UFT LTA agreement, regular training sessions will be scheduled during the school year and during the regular school day. Paraprofessionals selected for LTA positions will be required to attend four (4) mandatory training sessions with the UFT Teacher Center. Paraprofessionals chosen for BLTA positions will be required to participate in the same training sessions and additional targeted professional development modules focused on bilingual special education.

SALARY:

The Lead Teacher Assistant (Monolingual/Bilingual) position is **annual**. The LTA position provides an additional \$5,000 compensation over the paraprofessional's contracted annual salary, contingent upon the selected candidate remaining in the position at the school through the entire 2022-2023 school year. The paraprofessional will revert to their original title and contracted annual salary at the end of the school year. Payment is the responsibility of the selecting school.

SELECTION PROCESS:

A joint DOE-UFT committee will screen the applications to establish a pool of eligible candidates. The committee will invite qualified applicants for an online interview with representatives of the Joint Committee. Once the 2022-23 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 complete and submit an Applicant Selection Form to the Office of Scholarships, Incentives, and Speech Programs before the submission deadline of October 15, 2022.

Paraprofessionals that are not a part of the eligible pool may not be considered for the position. Paraprofessionals 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. Please indicate if you would like to be considered for a bilingual position in the application. Only one application is necessary.**
- The application can be accessed through the Scholarships, Incentives, and Speech Programs website at: www.teachnycprograms.net through the Career Training portal.
- The application will be available online from **January 17, 2022**, through **March 31, 2022, until 11:59 PM**.
- **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Questions regarding this posting should be directed to the Office of Scholarships, Incentives, and Speech Programs at 718-935-2449 or LTAINfo@schools.nyc.gov.

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 <http://schools.nyc.gov/OEO>.

APPROVED BY: *Peter Janniello Ph. D.*

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