

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

Posted Date: January 1, 2023  
Deadline Date: March 31, 2023

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

**LOCATION:** VARIOUS SCHOOLS

**OVERVIEW:**

These positions have been created to allow for more diverse use of paraprofessionals in classrooms and schools to support students' needs. The positions allow schools 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 allow paraprofessionals 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:

- Assist the teacher of record in planning, preparation, and delivery of daily instruction.
- Assist the teacher of record by working with students alone or in small groups. Under the general supervision and the teacher's direct supervision, assist in delivering instruction to part of or the entire class.
- 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 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 in 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 under the classroom teacher's direction to support and reinforce class objectives.
- Assist students with limited English language skills with lesson assignments individually or in small groups.
- Work 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 Certificate (Level I, II, or III) from the New York State Education Department at the time of application filing.**
  - *Paraprofessionals hired before 9/1/2004 are required to obtain their NYS Teacher Assistant Certificate (Level I, II, or III) to be eligible for this position.*
  - Candidates are required to submit a copy of their undergraduate transcript (official or unofficial) with the date the degree was conferred. Candidates are required to submit proof of their Teaching Assistant Certificate.
- Candidates must have served one (1) year as a full-time active paraprofessional with the New York City Department of Education.
- Candidates must have a satisfactory record of attendance and punctuality.
- Bilingual LTA (BLTA) applicants must demonstrate fluency and high language proficiency in the target language. They will have fluid speech at the fluent level instead of halting use. 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 in the language and be understood by its speakers.
- **Candidates must meet all requirements for the position when the application is submitted.**

**SELECTION CRITERIA:**

- Candidates must complete an application, participate in an in-person/virtual interview, and complete a written assessment.
- Candidates must exhibit:
  - 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 with them to build capacity.
  - Ability to communicate proficiently verbally and in writing.
  - Bilingual applicants will be expected to complete both an interview and a writing sample in their bilingual target language. Candidates who have passed the NYS Bilingual Educational Assessment (BEA) examination will be exempt from the writing sample in the bilingual target language. Proof of examination and passing grade will be required.

**SCHEDULE/WORK YEAR:**

As per NYCDOE/UFT LTA agreement, there will be regular training scheduled during the school year during the regular school day. Those selected for LTA positions will be required to attend four (4) mandatory training sessions with the UFT Teacher Center. Those 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 and Bilingual Lead Teaching Assistant are annual positions, and both the LTA and BLTA 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 entire 2023-2024 school year.

**SELECTION PROCESS:**

A joint DOE-UFT committee to establish a pool of eligible candidates will screen the applications. The committee will invite qualified applicants for an in-person interview with representatives of the Joint Committee. Once the eligibility 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 hiring 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. 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](http://www.teachnycprograms.net) through the Career Training portal.
- The application will be available online from **January 1, 2023**, through **March 31, 2023, until 11:59 PM**.
- **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Questions regarding this posting should be directed to HR School Support - Scholarships, Incentives, and Speech Programs at 718-935-2449.

**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 the Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website <http://schools.nyc.gov/OEO>.

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