



Overcoming Barriers & Fulfilling the College Promise

Teacher Assistant (Para Professional)

Responsibilities (include but are not limited to):

a) Teacher Assistants will be assigned to classroom groups of students and will travel with these students throughout the school day. In this role, Teacher Assistants will support subject-based classroom teachers in giving life to the school's curriculum. The School Assistant will be deployed in the classroom by the teacher, according to the teacher's lesson plan. Teacher Assistants will support teachers in adequately preparing students for all required assessments and in the evaluation of students' progress. Where students require individualized prompting, support, and encouragement throughout the school day, the School Assistant will have a primary role in ensuring that this support is provided consistently. The School Assistant will also work with small groups of students in completing group projects. Teacher Assistants will "loop" with a classroom group for at least two years.

b) Teacher Assistants will be assigned as Crisis Managers. In this role, Teacher Assistants will be available to work with students whose mental health challenges are making it temporarily too difficult for the student to remain in the classroom. The School Assistant will work with individual students, to calm themselves, to regain emotional control, and to rehearse strategies for better managing the challenging situation.

c) Teacher Assistants will fulfill other duties, including working with parents, as needed to advance the mission of Lavelle Prep.

Qualifications and Experience:

- Strong commitment to Lavelle Prep's mission and vision
- Commitment to performance-based accountability and a willingness to be held accountable for student results
- Commitment to ongoing professional development
- Commitment to ongoing student assessment
- Experience working with and engaging the interest of young people
- Ability to work effectively as a team member
- Bachelor's degree
- Successful completion of a training program for educational paraprofessionals
- Flexibility and sense of humor
- Willingness to "roll up their sleeves" and be a part of a new and growing venture

New York State Education Department Requirements:

- A high school/general equivalency diploma;
- A qualifying score on the New York State Assessment of Teaching Assistant Skills Test (NYSATAS) or the Liberal Arts and Sciences Test (LAST);
- Completion of Child Abuse Identification Workshop
- Completion of School Violence Prevention and Intervention Workshop
- Obtain a Teaching Assistant Level I Certificate as issued by the State Education Department.

Also Required:

- Citizenship Status - INS Permanent Residence or U.S. Citizenship
- Fingerprint clearance

Additional Lavelle Prep Requirements:

- Successful candidates will complete a 16-evening training course at Lavelle Prep as well as an intensive two-week Summer Institute.