



PUBLIC SCHOOL 39
417 SIXTH AVENUE
BROOKLYN, NEW YORK 11215
Tel (718) 330-9310, Fax (718) 832-2010
www.ps39.org

Anita de Paz- Principal
Cathleen McCarthy- Asst. Principal

Position: Teaching Assistant

Number of Positions: 3

Work Hours: M-F, 4 hours /day (10:30am-2:30pm)

Qualifications:

An ideal candidate will:

- Have a Bachelor's degree in education or a related field
- Have experience working with elementary age children and a basic understanding of the principles of child development and learning process
- Work constructively as part of a team, understanding the roles and responsibilities within a classroom and their own position within these
- Be able to take direction from classroom teacher and also show initiative and apply knowledge to individual classroom situations
- Have experience with Teacher's College Reading and Writing program or Workshop Model of instruction

Responsible to: P.S. 39 Administration and Cooperating Teacher

Main purposes of the job:

- To work under the instruction/guidance of Administration/Cooperating Teacher to support the delivery of quality teaching and learning to help students meet grade level standards.
- To assist the teacher in the management of classroom routines and student behavior.
- To assist the teacher with clerical responsibilities.

DUTIES AND RESPONSIBILITIES:

Instructional Support

- Work with the teacher in planning and implementing standards-based instruction that adheres to the school's philosophy, goals, and objectives.
- Work with the teacher in planning and implementing appropriate lessons that meet individual student needs.
- Assist with the preparation of resources/materials required to support learning activities.
- Use effective oral and written expression.
- Prepare and presents displays of student work as required.

Classroom Management

- Work with the teacher in implementing reasonable rules of classroom behavior using appropriate techniques that are in accordance with school guidelines.
- Work with the teacher in taking reasonable precautions to secure the safety of students, equipment, materials, and facilities.
- Share responsibility during the school day for the supervision of students in all areas of the school.

Clerical Responsibilities

- Contribute to the ongoing maintenance of students' assessment portfolios.
- Supports cooperating teacher with photocopying, filing, and other organizational tasks



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Professional Growth

- Keep current in subject matter, knowledge, and learning theory.
- Continue professional growth through attendance at workshops and all other professional development opportunities.
- Attend staff and team meetings as required.

Personal Responsibilities

- Respect the confidentiality of records and information regarding students, parents, and staff members in accordance with accepted professional ethics, and state and federal laws.
- Adhere to all school policies as outlined in the P.S. 39 Staff Handbook
- Establish a constructive and supportive relationships with pupils
- Establish and maintain respectful and cooperative relationships with other staff members
- Work respectfully and cooperatively with parents
- Undertake other duties and responsibilities as required by the administration and/or cooperating teacher
- Maintain appropriate work habits including regular and punctual attendance and professional attire

Interested candidates should provide the following documentation and return it as a word document to:
Anita de Paz, Principal-PS 39 (Adepaz2@schools.nyc.gov) by 5:00pm , June 17, 2016.

- Resume/Cover Letter
- 3 letters of recommendation (one personal reference, two professional references)