

SCHOOL NAME: Civic Leadership Academy

District: 24

School site: Elmhurst Educational Campus, 45-10 94th Street, Elmhurst, NY 11373

Send cover letter and resume to: hiring@CLAQueens.org

POSITIONS:

Subject to sufficient budget, positions in the school may include, but may not be limited to, the following license:

Paraprofessional. *Fluency in Spanish preferred.*

DESCRIPTION:

The Civic Leadership Academy is a high school offering a college preparatory program with an emphasis on youth development through service learning. We will open in September 2008, beginning with a 9th grade. We are committed to meeting the diverse learning needs of our students and helping them excel in all academic areas. We are guided by three core values – **commitment to learning, commitment to community and empowerment** – which promote the social, emotional, and academic development of our students by helping them become independent, critical thinkers who are assets to their communities.

ELIGIBILITY REQUIREMENTS:

New York City Certification, with satisfactory ratings.

DUTIES AND RESPONSIBILITIES:

Because staff roles in small schools are varied and complex, first priority will be given to applicants who demonstrate in their resume and cover letter experiences which demonstrate the willingness to become involved in these essential aspects:

- Participation in the Summer Professional Development and Curriculum Planning on July 7-18, 2008, July 25-August 1, 2008. *Those who attend will be compensated according to the terms of the UFT contract. Participation in the activities is voluntary, but strongly encouraged, as the activities are very important for the development of the school.*
- Participation in the Summer Orientation sessions for students and parents on July 22-24, 2008. *Those who attend will be compensated according to the terms of the UFT contract. Participation in the activities is voluntary, but strongly encouraged, as the activities are very important for the development of the school.*
- Willingness to participate in professional development and at least one in-house school committee. *Advance notice of the dates will be supplied, and those who attend will be compensated according to the terms of the UFT contract. Staff participation in the activities is voluntary, but strongly encouraged, as the activities are very important for the development of the school.*
- Collaborating in an interdisciplinary planning team – working with teachers to ensure an integrated curriculum and a student-centered environment.
- Ability to work in teams and collaborate and support school-wide initiatives to support student engagement and learning.
- Ability to work in an inclusionary, non-tracking environment.
- Work closely with students to support their learning in all content areas.
- Ability to participate in school-wide trips and collaborate with teachers to plan and implement these trips.

- Collaborating with our community-based partners in the design of community service learning projects as part of course preparation.

SELECTION CRITERIA:

The successful candidate will demonstrate:

- Understanding and willingness to commit to the school's mission and core beliefs.
- Understanding of and sensitivity to the emotional, social, and academic needs of a diverse group of students with diverse needs.
- Ability to employ youth development principles in every aspect of the job.*
- Ability to integrate reading strategies and writing activities into daily class routines in all subject areas.
- Demonstrated ability to incorporate mathematical and scientific strategies in student's daily lessons.
- Demonstrated ability to incorporate study skills and organizational strategies in student's daily lessons.
- Ability to work collaboratively with parents.
- Ability to provide effective instruction using ELL techniques with ELL students preferred.
- Experience working with students with various needs using differentiated instruction strategies in the classroom.
- Commitment to developing an individual growth plan in collaboration with the principal that will monitor progress and assess his/her effectiveness in enhancing student achievement.
- Willingness to participate in professional development activities and collaborate with peers.
- Willingness to participate in the governance structures of the school.
- Documented record of satisfactory attendance and punctuality.
- Excellent oral and written communication skills.

* For more information on our youth development principles, please visit www.search-institute.org.

In addition to the above, each candidate must submit:

- A detailed resume that shows the candidate's aptitude and ability to fill the posted job description.
- A detailed cover letter expressing your desire to work at the Civic Leadership Academy.
- A written philosophy of education.
- One letter of recommendation from your supervisor or principal or a list of 3 references.
- The previous year's rating sheet, if applicable.

WORK SCHEDULE AND SALARY:

As per Collective Bargaining Agreement