



Paraprofessional-to-Teacher Program: Your Pathway to Becoming a NYC Teacher

We are glad that you are interesting in teaching in NYC public schools. We are a large school district that needs you to help our schools develop into places where every one of our children graduates high school fully prepared to pursue the future they imagine for themselves. This document is for those who are interested in becoming teachers, but for a variety of reasons, need a bit more time before becoming certified.

Please note: If you do not wish to be a part of NYC Men Teach, you can still apply to be a paraprofessional through the traditional process [here](#).

An Overview

About NYC Men Teach

Led by Mayor Bill de Blasio's Young Men's Initiative, NYC Men Teach is an engagement and recruitment effort aimed to inspire more men of color to become teachers in New York City. In collaboration with the Department of Education, the City University of New York, and Teach for America, NYC Men Teach will bring more diverse cultures and perspectives into our classrooms by increasing the number of male educators of color in schools.*

Learn more about our program by visiting our webpage: www.nycmenteach.org.

About the Paraprofessional-to-Teacher Program

The Paraprofessional-to-Teacher program builds upon the current NYC Department of Education program to provide intensive support to prepare you to enter the teaching profession.

The role of the substitute paraprofessional is to assist teachers with class work and/or assist with the daily care of students with emotional, cognitive, physical handicaps, autism and other special needs. Their responsibilities may include, but are not limited to, the following tasks:

- One-on-one or small group instruction as outlined by the teacher
- Reinforcing behavior through the use of positive behavior support
- Teaching daily living skills such as independent feeding, dressing, toileting
- Aiding occupational therapists, physical therapists, speech therapists and adaptive physical education providers during instruction
- Guiding and assisting students in small group instruction settings with class routines and in transitioning from one activity to the next
- Teaching students, under direction of teacher in the following areas: recreation, motor, vocational, socialization and communication
- Assisting students with ambulation within the school premises and on class trips
- Lifting, feeding, toileting and diapering after receiving appropriate training
- Collecting data documenting student behavior for instructional purposes
- Writing anecdotal information concerning student behavior
- Providing language assistance for bilingual students

*Though focused on the recruitment of African, African American/Black, Caribbean and Latino/Hispanic, and Asian/Pacific Islander males and other underrepresented groups, NYC Men Teach does not discriminate based on race or gender and will serve as a model for improving diversity in

education overall. All programs and activities of the NYC Men Teach program are open to all eligible applicants, without regard to race, gender, or national origin.

There are 3 levels to the program, depending on your educational experience, **Developing**, **Emerging**, and **Commencing**.

	Developing	Emerging	Commencing
Educational Experience	At least a high school equivalency	At least 90 college credits	Bachelor's degree or higher
Program Supports	<ul style="list-style-type: none"> -Job search assistance -Anchor newsletters -Program-wide event invitations 	Same as "Developing," and: <ul style="list-style-type: none"> -Free monthly Para Academy Saturday trainings -Career and academic counseling with a mentor -Certification exam support -Teacher application support 	Same as "Developing," and: <ul style="list-style-type: none"> -Free monthly Para Academy Saturday trainings -Career and academic counseling with a mentor -Certification exam support -Teacher application support
Expected Length of Participation	Once 90 credits are earned, then will become "Emerging" and will be expected to complete the program in 2 years from that time.	2 years: You will be expected to take on a full time position and participate in the Career Training Program , and take 6 credits of undergraduate study at a participating college/university for free. During your second year, you will move to the "Commencing" stage of the program.	1 year: You may choose to become a full time paraprofessional. If you do, we'll support you in finding a position. During the year NYCMT will support you in applying to the Teaching Fellows Program or a CUNY graduate program in education.
Application Process	Applicants must first, complete the NYC Men Teach Participant Interest form . The responses will then be reviewed and prompted to move on to other portions of the application. The overall process is detailed below.		
Salary Range and City Benefits	All participants must begin as Substitute Paraprofessionals and will be paid at the contractual rate of \$136.21 (as of May 2015), for the actual days worked; you will not receive benefits. After 25 days of service, and attaining NYS certification as an Assistant Teacher, Level I, Substitute Paraprofessionals will be eligible for full time employment (we will assist you with this). The new salary will range based on education level and years of experience. Click here for more information.		

The Certification Process for **New** Substitute Paraprofessionals

Step 1: Complete your [NYC Men Teach Participant Interest form](#). Your responses will be reviewed. If you indicate interest in the paraprofessional program, you will then receive a response from the program with your next steps.

Step 2: You will receive a written response application. There will be 3 short response questions that will help us learn more about you and your thoughts about being a paraprofessional. Once your written responses have been reviewed and accepted, you will receive an invitation for an online interview.

Step 3: Once you receive your interview invitation, you will be able to record your responses to the question, using our online platform.

Step 4: After successful completion of your interview, you will be invited for a group interview, where you will meet and participate in a discussion and activity with other candidates.

Simultaneous, you will be emailed detailed instructions for this stage, which requires completing the requirements listed below, within a specified time period. *There may be costs associated with fingerprinting, the certification exam registration, and workshops. More information will be provided to you prior to reaching this step.*

- Complete NYCDOE's mandatory Employment Forms online
- Be fingerprinted and photographed by the NYCDOE. Candidates who have already been fingerprinted by the NYCDOE or have sent their fingerprint results to the New York State Education Department (NYSED) need not be re-fingerprinted. However, they are required to be photographed and must submit the appropriate forms.
- Successfully complete 3 NYSED approved online workshops: [Child Abuse Identification](#), [School Violence Prevention](#), and Part 1 of [Dignity for All Students Act](#) (DASA). *These workshops will be made available through the Paraprofessional office, so you will not need to register for them through an outside company.*
- Successfully complete Part 2 of [Dignity for All Students Act](#) (DASA)-this portion is in person and should only be taken once you have attended the online workshop.
- Successfully complete the [New York State Assessment of Teaching Assistant Skills](#) (NYSATAS) test *or* provide proof of registration for the test. Note: This exam must be taken and passed in order to be eligible to be a full-time paraprofessional. Those in "Emerging" must take and pass this exam.
- Successfully complete the NYCDOE supported and authorized online training program for Paraprofessionals.
- Create an online profile with the New York State Education Department, Office of Teaching Initiatives.
- Use the NYCDOE's online portal to schedule a date for the Processing Event.

Step 5: Candidates meeting the requirements listed in Step 4 will be invited to a processing event where they will:

- Submit documentation confirming the fulfillment of the requirements listed earlier.
- Receive information on handling Blood Borne Pathogens, and SubCentral, the NYCDOE's automated absence management system.

Step 6: Subject to receiving clearance (fingerprint & appraisal of record) from the New York City Department of Education's Office of Personnel Investigations, the nominee will be staffed as a Substitute Paraprofessional and approved to serve throughout the New York City Public Schools, for the current school year.

Step 7: Sub Central and NYC Men Teach staff will assist with placement.

The Certification Process for *Returning* Paraprofessionals

Step 1: Complete your [NYC Men Teach Participant Interest form](#). Your responses will be reviewed. If you indicate interest in the paraprofessional program, you will then receive a response from the program with your next steps.

Step 2: You will receive a written response application. There will be 3 short response questions that will help us learn more about you and your thoughts about being a paraprofessional. Once your written responses have been reviewed and accepted, you will receive an invitation for an online interview.

Step 3: Once you receive your interview invitation, you will be able to record your responses to the question, using our online platform.

Step 4: After successful completion of your interview, you will be invited for a group interview, where you will meet and participate in a discussion and activity with other candidates.

Step 5: If needed, Sub Central and NYC Men Teach staff will assist with placement.

We are looking forward to reviewing your application! If you have any questions throughout the process, feel free to email nycmenteach@schools.nyc.gov.