



Paraprofessional, Afterschool Program (Academic Recovery and Extended Learning)

Pay Plan: EG

Grade: 04

Union: Non-Union

Salary: \$22/hour

Location: Washington, DC

Certified 04-01-2023

Our public school students need your expertise, passion and leadership.

We are looking for highly motivated and skilled talent to join our team at District of Columbia Public Schools (DCPS). We seek individuals who are passionate about transforming the DC school system and making a significant difference in the lives of public school students, parents, principals, teachers, and central office employees.

DCPS serves 50,000 students in the nation's capital through the efforts of approximately 4,000 educators in 118 schools. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central office staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students.

Position Overview

The Paraprofessional, Afterschool Program (Academic Recovery and Extended Learning) position is located in a District of Columbia Public Schools (DCPS) school that hosts an afterschool program that is centrally coordinated by Out of School Time Programs (OSTP). DCPS is a diverse, urban school district serving students in the nation's capital. Situated at the center of national government, our goal is to provide students with a quality education that prepares them to become future leaders, productive citizens, and individuals who are engaged in the life of the community. As an integral part of this strategy, the Paraprofessional in the Afterschool Program is responsible for working day to day with students engaged in afterschool programming. The Paraprofessional facilitates specialized enrichment and wellness activities that support student achievement. The Paraprofessional is responsible for providing instruction that shall include the components of the enrichment curriculum provided (afternoon meeting, enrichment lessons, extension activities, and other materials).

The tour of duty for this position is **Monday through Friday, 3:30 to 6:00pm.**

This position is a safety-sensitive position. As a result, throughout employment this position will be subject to the Employee Mandatory Drug and Alcohol Testing Policy.

The Paraprofessional, Afterschool Program (Academic Recovery and Extended Learning) will report to the Afterschool Site Leader and Out of School Time or School-Based Coordinator, Afterschool Program..

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

- Actively involved in supporting the afterschool teacher during Academic Power Hour and facilitating Academic Power Hour when necessary.
- Supports student's individual needs such as toileting, feeding, dressing, maintaining personal hygiene. if necessary.
- Provides coverage for all early-childhood education afterschool classrooms (*classrooms will be facilitated by 2 paraprofessionals at a 2:20 ratio*).
- Facilitates daily lessons using the enrichment curriculum provided by OSTP; and/or uses a variety of technology, sports, and enrichment activities for youth that promote social emotional development and enrich student learning.
- Facilitates a program that meets the needs, interests, and abilities of all students, including students with disabilities

- Encourages youth voice and active engagement, by implementing the OSTP enrichment curriculum materials weekly.
- Contributes weekly highlights, student work, updates, and information for the completion of the monthly program newsletter to the afterschool site leader.
- Uses effective positive interpersonal communication skills and establishes relationships with colleagues, students, parents, and community partners that demonstrate respect for every individual.
- Develops reasonable rules for classroom behaviors and procedures; and maintains order in the classroom in a fair and just manner.
- Builds and maintains positive, professional relationships with all afterschool stakeholders to include students, school staff, and Central Office staff, families, and community partners.
- Completes and maintains accurate daily attendance and follows proper student dismissal procedures. Attends mandatory two-day OSTP staff summer training in August and attends at least one additional training opportunity throughout the school year.

Qualifications

Certified 04-01-2023

- Must be able to provide one of the following: Associate degree transcript, 48 college credit hour transcript, or High School Diploma and Paraprofessional Praxis.
- Previous exposure to or experience in the education sector a plus.
- Two to four years of work experience, with specific experience working in afterschool programs.
- Demonstrated involvement and commitment to the youth community.
- Demonstrated experience at developing positive rapport with youth
- Experience supporting the academic and/or enrichment programs for youth.
- Possesses good oral and written communication skills.
- Demonstrates commitment to professional growth and eagerness to learn.
- Demonstrates commitment to improving the achievement of all students.
- Has experience working with linguistically and ethnically diverse student populations.

DCPS Values

- **STUDENTS FIRST:** We recognize students as whole children and put their needs first in everything we do.
- **COURAGE:** We have the audacity to learn from our successes and failures, to try new things, and to lead the nation as a proof point of PK-12 success.
- **EQUITY:** We work proactively to eliminate opportunity gaps by interrupting institutional bias and investing in effective strategies to ensure every student succeeds.
- **EXCELLENCE:** We work with integrity and hold ourselves accountable for exemplary outcomes, service, and interactions.
- **TEAMWORK:** We recognize that our greatest asset is our collective vision and ability to work collaboratively and authentically.
- **JOY:** We enjoy our collective work and will enthusiastically celebrate our success and each other.

DCPS Notice of Nondiscrimination:

The District of Columbia Public Schools (DCPS) is committed to ensuring that all of its employees act in conformity with federal and District of Columbia nondiscrimination laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Individuals with Disabilities Education Act, the District of Columbia Human Rights Act of 1977, and the Genetic Information Nondiscrimination Act of 2008.

Accordingly, DCPS does not discriminate or tolerate discrimination against employees, applicants for employment, or students on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy), age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business.

DCPS also prohibits harassment based on any of the aforementioned protected traits and retaliation against a person because he or she has complained about discrimination, filed a charge of discrimination, or participated in a discrimination investigation or lawsuit. Employees found to have engaged in prohibited discrimination, harassment, or retaliation will be subject to disciplinary action.

Notice of Non-Retaliation

District of Columbia Public Schools will not intimidate, threaten, coerce, discriminate against, retaliate or take adverse employment action against any employee, student, or volunteer that in good faith and with honest and non-malicious intent makes a report regarding potential violations of laws, regulations or policies.

Retaliation includes, but is not limited to, adverse job actions such as termination; denial of any bonus, benefit or training; reduction of salary or decrease in hours; or change in or transfer to a lesser position.

Individuals who violate this policy will be subject to the appropriate and applicable disciplinary process, up to and including termination.

The following Federal and District law concerning non-retaliation supports our Non-Retaliation Policy.

Title VII, Section 704(a), of the Civil Rights Act of 1964, as amended, states the following:

(a) Discrimination for making charges, testifying, assisting, or participating in enforcement proceedings

It shall be an unlawful employment practice for an employer to discriminate against any of his employees or applicants for employment, for an employment agency, or join labor-management committee controlling apprenticeship or other training or retraining, including on-the-job training programs, to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, because he has opposed any practice made an unlawful employment practice by this subchapter, or because he has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this subchapter.

DC Law 2-38 (Human Rights Act of 1977), Part G, Sec. 1-2525, states the following:

1-2525. Coercion or retaliation

- a. It shall be an unlawful discriminatory practice to coerce, threaten, retaliate against, or interfere with any person in the exercise or enjoyment of, or on account of having exercised or enjoyed, or on account of having aided or encouraged any other person in the exercise or enjoyment of any right granted or protected under this chapter.
- b. It shall be an unlawful discriminatory practice for any person to require, request, or suggest that a person retaliate against, interfere with, intimidate or discriminate against a person, because that person has opposed any practice made unlawful by this chapter, or because that person has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing authorized under this chapter.
- c. It shall be an unlawful discriminatory practice for any person to cause or coerce, or attempt to cause or coerce, directly or indirectly, any person to prevent any person from complying with the provisions of this chapter.

DC Municipal Regulations, Title 5, (Board of Education) Subsection 1401.2(z) states the following:

(z) Retaliation for reporting harassment and sexual harassment. An employee commits an offense under this provision when he/she retaliates against any person who reports alleged harassment or sexual harassment, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or sexual harassment. An employee retaliates against a person if, as a result of action taken by the employee described in the previous sentence, 1) such person is reasonably intimidated by verbal threats or physical conduct of the employee, or 2) such person is denied an opportunity, right or privilege to which he/she would otherwise be entitled, or 3) such person is subjected to detrimental treatment to which he/she would not otherwise be subjected.

Persons filing charges of discrimination are advised of these Non-Retaliation Policy and are instructed to notify the DCPS Equal Employment Opportunity Office, 1200 First Street, NE, 10th Floor, Washington, DC 20002, 202-442-5424, if any attempt at retaliation is made.

Americans with Disabilities Act (ADA)

The Office of Labor Management & Employee Relations (LMER) ensures that eligible employees receive benefits and opportunities equal to those provided to non-disabled employees. LMER also ensures that eligible disabled employees receive requested reasonable accommodations. Employees with inquiries regarding ADA policies should contact the Equal Employment Opportunity Unit, District of Columbia Public Schools, 1200 First Street, NE, 10th Floor, Washington, DC 20002, (202) 442-5424.

Applicants or employees with concerns about discrimination, harassment, or retaliation should contact:

Labor Management & Employee Relations, District of Columbia Public Schools, 1200 First Street, NE, 10th Floor, Washington, DC 20002, dcps.lmer@dc.gov, 202-442-5424

or

D.C. Office of Human Rights, 441 4th Street, NW, Suite 570N, Washington, D.C. 20001, 202-727-4559

or

The U.S. Equal Employment Opportunity Commission, 131 M Street, NE, Fourth Floor, Suite 4NWO2F, Washington, DC 20507, 1-800-669-4000

Students, parents and guardians with concerns regarding disability discrimination should contact:

District of Columbia Public Schools Central Office Section 504 and Student Accommodations Team can be reached at the following: 504@dc.gov or (202) 442-5471, 1200 First St, NE, 8th Floor, Washington, DC 20002, 202-645-6073

or

D.C. Office of Human Rights, 441 4th Street, NW, Suite 570N, Washington, D.C. 20001, 202-727-4559

Students, parents and guardians with concerns regarding sex discrimination should contact:

DCPS Central Office Section 504 and Student Accommodations Team can be reached at the following: 504@dc.gov or (202) 442-5471, 1200 First St, NE, 8th Floor, Washington, DC 20002, 202-645-6073

or

Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, Telephone: 1-800-421-3481, TDD: 877-521-2172, FAX: 202-245-6840, Email: OCR@ed.gov

Students, parents and guardians, and others with concerns regarding discrimination may also utilize the DCPS grievance procedure process. Students, parents and guardians and others with discrimination concern should contact:

DCPS Office of Integrity, 1200 First Street, NE, 11th Floor, Washington, DC 20002, (202) 442-4404

or

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Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100, Telephone: 1-800-421-3481, TDD: 877-521-2172, FAX: 202-245-6840, Email: OCR@ed.gov

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