**Mastery Schools of Camden**

**REQUEST FOR PROPOSAL**

**Paraprofessionals - FOR SCHOOL YEAR 2022-2023**

**INTRODUCTION**

This is a request for proposals for Paraprofessionals for 16 Mastery Charter School sites in Philadelphia, PA. The schools and their address are listed on the second page of this RFP.

To bid in this RFP, you are requested to fill in the table below for the cost details. These data points are necessary for the evaluation of a bid; if you have an alternative proposal, please submit it in addition to those data points.

The Mastery school year will run 180 days, with service from August 22nd, 2022 thru June 8th, 2023. Additional days may be added for summer services, as well. It is the responsibility of the contracted provider to ensure that service is provided at the frequency requested by the campus, including if substitutes are needed.

**Please follow the below instructions:**

* **Classroom Paraprofessional Job Duties:** The Classroom Paraprofessional shows an unwavering commitment to student achievement to improve the knowledge, skills, and lives of students. The paraprofessional works with children individually and in small groups to ensure that students meet academic and social-emotional success in the classroom as measured by mastery of IEP goals, progress monitoring data, and/or academic achievement data. Additionally, the paraprofessional is responsible for assisting with behavior management, under the direction of the lead classroom teacher. This includes supporting students’ behavior across all environments of the school including inclusion classes, lunch, and cooperative play. Paraprofessionals also assist in the day-to-day responsibilities of the classroom as designated by the lead classroom teacher. This includes, but is not limited to, meal preparation, direct and assistive feeding, diapering, cleaning, sanitizing toys, play objects, etc.
* **1:1 Paraprofessional Job Duties:** The 1:1 Paraprofessional shows an unwavering commitment to student achievement to improve the knowledge, skills, and lives of students. The 1:1 paraprofessional works with a child individually and in small groups to ensure that the student meets academic and social-emotional success in the classroom as measured by mastery of IEP goals, progress monitoring data, and/or academic achievement data. Additionally, the 1:1 paraprofessional is responsible for assisting with behavior management, under the direction of the lead classroom teacher. The 1:1 paraprofessional is responsible for supporting the student across all environments of the school including inclusion classes, lunch, and cooperative play. The 1:1 paraprofessional also assists in the day-to-day tasks of the classroom as designated by the lead classroom teacher. This includes, but is not limited to, meal preparation, direct and assistive feeding, diapering, cleaning, sanitizing toys, play objects, etc.
* **Key Responsibilities:**
	+ Ability to assist classroom teacher to teach and positively support the behavior of special education students
	+ Ability to assist with domestic and personal maintenance (including meal preparation, direct and assistive feeding, diapering, cleaning, sanitizing toys, play objects, etc.)
	+ Ability to provide small group and 1:1 instruction/interventions
	+ Ability to maintain sensitive, confidential information
	+ Must be able to work collaboratively in a non-traditional, urban environment
	+ Participation in relevant professional development
* Schools may add supplemental resources, at their discretion, at the rates detailed from this RFP.
	+ The selected vendor must be prepared to staff up to meet needs, as request.
* Paraprofessionals must meet the background check, certification, and Health & Safety guidelines, as outlined by Mastery Schools of Camden.
* **Email bids to Lauren.Kaznica@masterycharter.org** **by Monday 8/22/22.**
* You will receive notification of your award status **no later than Friday 8/26/22.**
* Prices quoted must be held for all Mastery Charter Schools/ Mastery Schools of Camden for the duration of the 2022-2023 school year.
* The selected vendor may have this contract extended for up to two (2) additional years, upon the agreement of both parties.
* Proposals will be evaluated for cost, historical performance/references, and proven capability to meet the needs of the schools.
* For further clarifications or questions contact Lauren.Kaznica@masterycharter.org

Mastery Campus Locations

|  |  |
| --- | --- |
| **Campus** | **Address** |
| Mastery High School of Camden | 800 Erie Street, Camden NJ 08102 |
| Cramer Hill | 1001 N. 17th Street, Camden NJ 08015 |
| Molina Lower | 415 N. 9th Street, Camden NJ 08102 |
| Molina Upper | 601 Vine Street, Camden NJ 08102 |
| McGraw | 3051 Freemont Ave, Camden NJ 08105 |
| East Camden Middle |  3064 Stevens Street, Camden, NJ 08105 |

Vendor Cost Proposal

Please complete the table below with your proposed pricing. If you have an alternative proposal, please submit alongside these details.

|  |  |
| --- | --- |
| **Item** | **Proposed cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |