



Meeting Street

**JOB VACANCY NOTICE Posted: 1/6/12**

<b>Job Title: Teacher Assistant 1:1 for (BG)</b>	<b>Program: The Grace School</b>
<b>Supervisor: Classroom Teacher</b>	<b>Working Hours: 37 hrs/wk</b>
<b>Position Supervised (if any):</b>	<b>Job # 300010</b>

*Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.*

**1. Summary of main duties:** Assist classroom and special programs teachers in carrying out and following through on IEP goals and objectives.

**2. Job skills needed to perform the duties:**

**1. Under Direction of Classroom Teacher:**

- Assist in implementing IEP goals
- Carry out small group instruction
- Assist in one-on-one instruction
- Record data daily, i.e., daily attendance and progress charts.
- Assist in lifting and carrying students as well as transfers from wheelchairs to equipment ([weight range 50-175 lbs](#)).
- Assist in community based instructions
- To provide assistance to therapists as needed.
- To work on carry over from APE, OT, SLP, and PT in the classroom or in the community.
- To carry out and maintain computer skills and communication goals.
- Assist in the development and implementation of vocational routines (onsite and offsite), community service projects, and special events
- Toilet and diaper per child’s needs.
- Assist in the evacuation of children and clients during fire drills or other emergencies.
- CPR Training.

**3. Professional Standards, Experience, Training and/or Education Needed:**

**A. SKILLS**

- Ability to work with all levels of staff and students in a professional manner
- Understanding of the individual needs of children with special needs.
- Ability to work as part of a team.

**B. PROFESSIONAL AND LEGAL STANDARDS**

- Use and disclose PHI only as authorized, as necessary to carry out job duties
- Complete privacy and security training
- Report suspected violations including those of a business associate

**C. EXPERIENCE – N/A**

**D. TRAINING & EDUCATION**

- Associate’s degree, 2 years of higher education, or RI teacher assistant certification

*For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280*

**Application Deadline:**

**To apply for this position, please submit a completed Job Vacancy Application to:**

Forward Resume to: (Please refer to job # **300010** when applying)

Doris M. Brissette Human Resources Manager

Meeting Street 1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: [resumes@meetingstreet.org](mailto:resumes@meetingstreet.org)