



Meeting Street

JOB VACANCY NOTICE

RE-Posted: 9/25/09

Job Title: Special Education Teacher
Supervisor: Head of The Carter School
Position Supervised (if any):

Program: The Carter School
Working Hours: 37 hrs F/T
Job # 300033

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 Manin Duties:** To design and implement and individualized educational program for each student to become as independent as possible.
2. **Job duties:**
 1. Work closely with team members and parents in designing and implementing goals outlined in each of the students individualized educational program.
 2. Develop appropriate, challenging, and measurable goals for each student
 3. Develop RI and MA alternate assessments (CT may also be required)
 4. Track student progress (including developing data systems)
 5. Communicate with parents on a daily basis through communication book, emails, and phone calls.
 6. Provide opportunities for each student (when appropriate) to be exposed to typical children of the same age
 7. Plan/create motivating and creative age appropriate activities to work on each of the goals outlined in each students I.E.P. (individual Education Plan) including vocational opportunities, service learning experiences, and community service projects
 8. Collaborate with therapists and special program teachers to implement an integrated educational/therapy classroom model
 9. Keep updated data records on each student's progress in order to be used to write accurate evaluations and/or progress reports
 10. Develop lesson plans, progress reports, and IEPs within specified timelines as directed by supervisor
 11. Create a learning environment where the children are stimulated and motivated to work to their best potential while working on goals.
 12. Supervise and assign duties to the teacher assistant(s) so their work with the students is reflective of what is outlined in the students IEP.
 13. Responsible for adherence to classroom budget
 14. Lead and participate in team meetings
 15. Lift and carry students as well as transfer children from wheelchairs to equipment as required.
 16. Assist in the evacuation of children and clients during fire drills or other emergencies.
 17. CPR Training.
 18. Perform other duties as directed or required.
3. **Professional Standards, Experience, Training and/or Education Needed:**
 - A. SKILLS
 - Flexibility, Organization, Professionalism in/outside the agency
 - Ability to work as part of a team rather than individual approaches
 - Creativity, Ability to use good judgement, Good Communication skills
 - Ability to use computer and augmentative communication devices
 - Physical ability to lift and transfer children as required
 - Physically able to position physical therapy equipment/occupation equipment splints etc.
 - Ability to use adapted "everyday" equipment (switches, cooking equipment, etc.)
 - B. PROFESSIONAL AND LEGAL STANDARDS
 - Certified in Special Education by the RI Department of Higher Education
 - Certification in severe/profound Special Ed. by the R.I. Department of Education
 - C. EXPERIENCE
 - Experience with children with and without disabilities preferred.
 - D. TRAINING AND EDUCATION
 - Bachelor's or Master's Degree in Special Education

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

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

Doris Brissette, Human Resources Manager

Forward Resume to: (Please refer to job #'s 300033 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