



Meeting Street

JOB VACANCY NOTICE Posted: 7/28/10

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

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