



JOB VACANCY NOTICE Posted: 8/29/08

Job Title: Teacher Assistant - Substitutes	Program: Grace & Carter Schools
Supervisor: Classroom Teacher	Working Hours: 37 hrs/wk
Position Supervised (if any):	Job # 300004

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

E. PHYSICAL REQUIREMENTS:

- Be able to sit, stand, and walk continuously during the workday.
 - Bend, stoop, squat, push and pull continuously (67%-100% of the time)
 - Kneel and reach above shoulder level occasionally (1%-33% of the time)
 - Lift up to 100 pounds frequently (67%-100% of the time)

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:

Doris M. Brissette, Human Resources Manager