



Meeting Street

JOB VACANCY NOTICE

POSTED: 4/12/10

Job Title: 4th Grade Teacher – General Ed.	Program: The Grace School
Supervisor: Head of School	Working Hours: 37
Position Supervised (if any):	Job # 300086

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: To maintain a developmentally appropriate learning environment for young children to play, learn, grow and develop.

2. JOB DUTIES:

1. Work closely with team members and parents in designing and implementing appropriate, goals for children.
2. Collaborate with the special educator in sharing responsibilities of planning, adapting and teaching curriculum.
3. Facilitate interactions among children that provide opportunities for emotional, social and cognitive growth.
4. Demonstrate positive guidance techniques with children such as redirection, modeling appropriate behavior and praise.
4. Foster the development of age appropriate self-help skills in children (feeding/toileting/dressing).
5. Create a standards based curriculum that promotes active learning by providing a variety of developmentally appropriate learning experiences.
6. Keep updated records on each child’s progress in order to be used to write accurate evaluations/progress reports, developmental checklists and/or IEPs.
7. Assist team members in developing transition plans for children.
8. Attend and actively participate in staff meetings/parent staff meetings and activities.
9. Actively seek and participate in 20+ hours of professional development activities per year.
10. Assign specific duties to assistants and volunteers and assist in their development as early childhood professionals.
11. Model appropriate hand washing techniques.
12. Maintain supervision of children at all times (Indoor/Outdoor)
13. Lift and transfer children as required.
14. Lead team meetings with classroom staff.
15. Maintain daily contact with families.
16. Assist children off the buses.
17. CPR/First Aid Training.
18. Assist in the evacuation of babies, children and clients during fire drills or other emergencies.
19. Perform other duties as directed or required.

3. PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:

A. SKILLS

- Ability to lift and transfer children as required
- Classroom management skills
- Lesson planning
- Behavior management
- Ability to relate and communicate sensitively to children & their families
- Ability to provide feedback to volunteers, students and aides.
- Stability and flexibility

B. PROFESSIONAL AND LEGAL STANDARDS

- R. I. Teachers Certification (PK-2 or K-6)
- Hiring dependent upon approval of fingerprint check, BCI and CANT’S
- Evidence of immunizations, and results of a TB test
- 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 or contractor

C. EXPERIENCE

- Prior experience working with young children.
- Knowledge of NAEYC and R. I. Kindergarten Standards.

D. TRAINING AND EDUCATION

- R.I. Teacher Certification (PreK-2 or K-6)

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 # 300086 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