



Meeting Street

JOB VACANCY NOTICE

Posted: 1/26/12

Job Title: Special Education Teacher

Supervisor: Head of School

Position Supervised (if any):

Program: The Grace School

Working Hours: 37 hrs F/T

Job # 300026

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.

I. MAIN PURPOSE: To design and implement and individualized educational program for each student so that they may reach reasonable performance goals to become as independent as possible.

II. ESSENTIAL FUNCTIONS

- 1) Work closely with team members and parents in designing and implementing goals outlined in each of the students individualized educational program.
- 2) To provide opportunities for each student (when appropriate) to be exposed to typical children of the same age.
- 3) 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) * adapt age appropriate curricular.
- 4) Keep updated records on each student's progress in order to be used to write accurate evaluations and/or progress reports.
- 5) Keep open communications with parents to answer questions they may have or to help in keeping records for upcoming program plans for that student. Open communication between team members so everyone is aware of program changes and/or implementation, as well as results.
- 6) Provide assistance in planning (and/or curriculum adaptations) with persons outside the agency who will be working directly with the students.
- 7) Create a learning environment where the children are stimulated and motivated to work to their best potential while working on goals.
- 8) Supervise and assign duties to the Teacher associates so their work with the students is reflective of what is outlined in black of the students' IEP.
- 9) I.T.P. individualized transition program development for each student. Projections of where students will be in future within agency/outside in another program. (program direction)
- 10) Ability to lift and carry students as well as transfer children from wheelchairs to equipment as required.students
- 11) CPR Training.
- 12) Assist in the evacuation of babies, children and clients during fire drills or other emergencies.
- 13) Perform other duties as directed or required.

3. Professional standards, job experiences, training and/or education needed:

A. SKILLS

- Flexibility, Organization
- Professionalism in/outside agency
- Part of a TEAM rather than individual approaches
- Creativity
- Common sense
- Communication skills

B. PROFESSIONAL AND LEGAL STANDARDS

-Adheres to R.I. Dept. of Special Education Standards of Practice and Code of Ethics.

C. EXPERIENCE

- Experience with children
- Experience with safety issues
- Experience with “common sense” situations

D. TRAINING AND EDUCATION

- Bachelor’s degree in Special Education
- Certification in severe/profound Special Ed. by the R.I. Department of Education

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 Brissette, Human Resources Manager**

Forward Resume to: (Please refer to job # **300026** 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