



## Meeting Street

**Job Title: (Substitute) Special Education Teacher**

**Supervisor:** Team Leader

**Program:** The Carter School (High School)

**Position Supervised (if any):**

**Working Hours:** 37 Full Time

**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.*

### **Main Purpose:**

To design and implement and individualized educational program for each student to become as independent as possible.

### **Essential Functions:**

- Work closely with team members and parents in designing and implementing goals outlined in each of the students individualized educational program
- Develop appropriate, challenging, and measurable goals for each student
- Develop RI and MA alternate assessments (CT may also be required)
- Track student progress (including developing data systems)
- Communicate with parents on a daily basis through communication book, emails, and phone calls
- Provide opportunities for each student (when appropriate) to be exposed to typical children of the same age
- 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 projects, community based learning experiences, and community service projects
- Collaborate with therapists and special program teachers to implement an integrated educational/therapy classroom model
- Keep updated data records on each student's progress in order to be used to write accurate evaluations and/or progress reports
- Develop lesson plans, progress reports, and IEPs within specified timelines as directed by supervisor
- Create a learning environment where the children are stimulated and motivated to work to their best potential while working on goals
- 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



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- Responsible for adherence to classroom budget
- Lead and participate in team meetings
- Lift and carry students as well as transfer children from wheelchairs to equipment as required
- Assist in the evacuation of children and clients during fire drills or other emergencies
- CPR Training
- Perform other duties as directed or required

### **Professional Standards, Job Experiences, Training and/or Education Needed:**

#### **Experience:**

- Experience with children with and without disabilities preferred

#### **Training and Education:**

- Bachelor's or Master's Degree in Special Education

#### **Professional and Legal Standards:**

- Certification in severe/profound Special Ed. by the R.I. Department of Education
- Certified in Special Education by the RI Department of Higher Education

**Forward Resume to:** (Please refer to Job # 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](mailto:resumes@meetingstreet.org)

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