



## Meeting Street

**Job Title: Summer Teacher Assistant**

**Supervisor:** Classroom Teacher

**Program:** The Grace School (K-8) and The Carter School (High School)

**Position Supervised (if any):**

**Working Hours:**

**Job #:**

*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:**

Assist Special Education teachers in carrying out and following through on IEP goals and objectives

### **Essential Functions - 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
- Work closely with team members and parents in designing and implementing goals outlined

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

#### **Experience:**

- Associate's degree, 2 years of higher education, or RI teacher assistant certification



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### **Training and Education**

- A.A. Degree in Child Development
- 2 year related schooling
- Experience with children or as a care giver for someone with special needs

### **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

### **Forward Resume to:**

**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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