



Job Advertisement

Job title: Special Needs Teacher 1:1 - Works at all times under the supervision of at least 1-teaching qualified staff person.

Position summary: To provide special education students with learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth, so students achieve their individual educational needs. Maintain emotional control under stress. Frequent standing, running, stooping, bending, kneeling, pushing, and pulling. May be required to lift and position students with physical disabilities and control behavior with redirection.

Reports to: Program Director, Lead Teacher, Teacher

Supervisory Responsibility: None

Salary Range: \$17 - \$20 per hour

Required education and experience:

- Knowledge of special needs of the student in assigned area Implementation of an Individual
- education plan (IEP) if assigned.
- General knowledge of curriculum and instruction.

Education

1. 16 years old, OR
2. High School diploma or G.E.D.

Experience

1. None

Additional eligibility qualifications:

1. Evidence of medical physical within 1-year of employment and a statement from a physician that the applicant can do the job.
2. Evidence of mandatory vaccinations or immunity to communicable diseases (including TB).

On-going education, training, certification:

1. Annual CPR and First Aid, Infant & Child.
2. Participate in the Center's required professional development.

Travel: To and from other PMLC locations and occasional offsite training.

Job duties: Collaborate with students, parents and other members of staff to develop a plan of action with goals. Implement instructional, therapeutic or skill development for assigned students and show written evidence of preparation as required. Plan and use appropriate instructional and learning styles and the needs of the assigned child. Work cooperatively with classroom teachers, modify regular



curricula, ask what is needed and assist special education students in regular education class. Assume responsibility for extracurricular activities as assigned. Take all necessary and reasonable precautions to protect students. Assist in selecting toys, equipment, and other instructional materials.

Additional responsibilities & core Functions:

- All staff serve as mandated reporters as stipulated under state laws governing center locations.
- All staff ensure all needs of children are met.
- Adapt, develop or modify general lessons to meet student's needs.
- Adapt, develop or modify instructional materials to student's level.
- Work in self-contained atmosphere with-in a classroom setting when needed.
- Classroom contribution:
 - Assist with the health and safety of the children in the classroom.
 - Assist with maintaining classroom practices consistent with MA EEC or CT OEC laws and regulations at all times.
 - Assist with maintaining classroom practices consistent with all Playful Minds policies and procedures.
 - Assist with daily classroom safety, organization, and cleanliness: includes washing, vacuuming floors, and other general light housekeeping tasks.
 - Assist with ensuring all dangerous material, equipment or cleaning supplies are not within reach of children.
 - Report all incidents and accidents to the Program Director and complete all documentation required.
 - Notify the Program Director immediately in case of unreasonable behavior from staff, children and parents, or of any parent complaints received.
 - Care for room and equipment (report repair or replacement needs).
- Children:
 - Assist with maximizing the growth and development of children and protecting the group and the individuals within it.
 - Assist with responding to children's individual needs and support the development of self-esteem, self-expression, autonomy, social competence, and school readiness.
 - Assist with nurturing and responding to the children.
 - Assist with the support of children in the development of self-esteem, independence, and self-regulation.
 - Assist with the support of children in the development of social competence.
 - Assist with guiding children in a positive and consistent way based on an understanding of the individual needs and development of children.
 - Have a method of communicating effectively with each child.
 - Assist teacher with required child:staff ratios at all times. Never leave the room out of ratio or unattended.
 - Know the whereabouts of every child.
 - Use proper handwashing before handling food, after diaper changing, blowing noses, using bathrooms, caring for a sick child, and handling of animals, etc.



- Never allow anyone to pick up a child from the Center that does not have the proper identification.
- Assist with the escorting of transportation children to and from vans/buses. Ensure the driver signs out on the Sign-Off sheet.
- Never allow unauthorized persons on the grounds.
- **Special Needs**
 - Hands-on assistance with the child.
 - Hand-on assistance for special feeding needs.
 - Guidance with the use of assistive technology/devices.
 - Monitor medical conditions.
 - Have knowledge of therapeutic services and ensure the child transitions for these.
 - Ensure special supplies/materials are on hand and available.
 - Understand and be able to implement any behavioral management plan for the child.
 - Notify senior staff when any of the above is not manageable or if you have concerns for the child.

Other responsibilities:

- Cooperate with the Director and other staff in those activities involving the while Center.
- Greet and treat parents, children, and staff with kindness and respect.
- Arrive in the classroom on time, as scheduled, and remain with the group.
- Awareness of the whereabouts of every child.
- Paperwork is completed and up to date.
- Daily care for room and equipment and report items needing repair or replacement.
- Assist with food program (set-up and clean-up) as needed.
- Perform duties as assigned by the Program Director.

Skills/Competency:

- Genuine enjoyment when working with children.
- Strong verbal communication skills.
- Contributes to an atmosphere of teamwork.
- Comfortable around students, staff, and parents.
- Quickly and effectively reports problems.

Work environment: Office work. Classrooms. Outside play areas.

Physical demands: Lift children up to 75 lbs. Bend and sit on the floor. Run, skip, and hop.

Expected hours of work: 8.5 hours per day during the center's core hours with an unpaid 30-minute meal break.