



Meeting Street

JOB VACANCY NOTICE

Job Title: Early Childhood Educator

**Program: Bright Futures
Early Learning Center**

Supervisor: Bright Futures' Manager

Working Hours: F/T 40

Position Supervised (if any):

Job # 400016

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 coordinate educational/therapeutic services for children with special needs within the early learning center.

2. **Job Duties:**

1. Work closely with team members and parents in designing and implementing goals outlined in each of the children's individualized educational program.
2. Work with the early childhood educator to develop age appropriate activities that address the goals outlined in the child's IEP.
3. Keep updated records on each students progress in order to be used to write accurate evaluations and/or progress reports.
4. Facilitate effective communication between the family, classroom staff, and other team members.
5. Work with classroom staff in maintaining an appropriate, clean, child friendly learning environment.
6. Actively seek and participate in 20+ hours of professional development opportunities per year.
7. Attend and actively participate in staff meetings and parent staff meetings and activities.
8. Assist and coordinate training for classroom staff.
9. Provide support for classroom staff in regards to issues and/or concerns related to children with special needs.
10. Lift and transfer children as required
11. Coordinate each child's necessary schedules. (ie. Therapy, self care) etc.
12. Foster the development of age appropriate self help skills in children. (diapering, toileting, feeding).
13. Develop transition plans for children entering or exiting the program.
14. Attend team meetings with classroom staff.
15. Actively participate in and support the Programs efforts to maintain NAEYC accreditation.
16. CPR and first aid training
17. Assist in evacuation of children and clients during fire drills or other emergencies.
18. Perform other duties as directed or required.

Professional Standards, Experience, Training and/or Education Needed:

A. SKILLS

- Organization
- Ability to facilitate a TEAM approach
- Lifting is required for this position
- Ability to relate sensitively to children and their families.
- Ability to provide feedback to team members
- Understanding of the individual needs of children w/special needs

B. PROFESSIONAL AND LEGAL STANDARDS

- Rhode Island Dept. of Special Education Standards of Practice and code of ethics.
- 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

- Experience working with young children
- Experience working in an inclusive setting



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D. TRAINING AND EDUCATION

- Bachelor's degree in Special Education
- Certification in severe/profound Special Ed by RI. Dept. of Education.

For a copy of the job description, job vacancy application, or other inquiries contact Doris Brissette Ext. 280

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 # 400016 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