

# Teacher Assistant - Burrillville High School

## Burrillville School Department

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## Job Details

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**Job ID:** 4875247

**Application Deadline:** Posted until filled

**Posted:** Nov 18, 2024

**Starting Date:** Immediately

## Job Description

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The Burrillville School Department is seeking qualified candidates for a Teacher Assistant position in the High School. Please see the below job descriptions for qualifications and responsibilities.

### TOWN OF BURRILLVILLE

Burrillville School Department

Position Description

**Title:** Special Education Teacher Assistant

**Supervisor:** School Principal

**Department:** School Department

### GENERAL PURPOSE:

Under the direction of the Principal, designee or a designated teacher, the Special Education Teacher Assistant assists in conducting the daily classroom activities and care of students who may have disabilities ranging from mild/moderate to severe/profound that are in special education programs. The Special Education Teacher Assistant ensures confidentiality in all matters related to staff and student personal information.

### GENERAL RESPONSIBILITIES:

1. Under the direction of a teacher, assists students with all phases of activities on an individual and group basis throughout the day.
2. Under the direction of a teacher, prepares materials to be used by students and assists in the preparation of materials in accordance with their individual education plans and/or needs.
3. Attend to the personal needs of the students including feeding, dressing, diapering, and toileting/toilet training in accordance with established individual education plans.

All specialized equipment needed to accomplish transporting, lifting, and transferring from one piece of equipment to another will be provided by the school department to ensure the safety of the student and the employee. Proper and appropriate training will be provided to the employees responsible for completing these duties.

4. Assists in the training of students in self-care, personal hygiene, and grooming skills on a daily basis in accordance with established individual education plans.
5. Transports students to and from buses to ensure safety and the boarding of the assigned buses.
6. Assures classroom is maintained in a neat and orderly fashion by organizing teaching aids, filing student papers and correspondence, replenishing supplies used, and ensuring all educational materials are appropriately stored for future use.
7. Provides input to the teacher regarding students' behavior and academic work for completion of parent reports that are filled out by the teacher.
8. Assists certified staff member in supervising students in the classroom, during lunch, and at recess periods to maintain proper orderly conduct and works with teaching staff to resolve behavior problems.
9. Attends educational training offered during the work day in order to carry out the requirements of individual education plans.
10. Under the direction of a teacher, applies varying methods of behavior management designed to maximize student learning.
11. Possesses the ability to interact effectively with students in individual and group situations.
12. Understands the educational concepts and skills that may be required from time to time in order to assist with the instruction of special education students.
13. Under the direction of a teacher, assists students on an individual or group basis to review class work, homework, grading and supporting remedial work while reinforcing key concepts.
14. Assists the teacher in the preparation and grading of homework and examinations using prepared answer sheets.
15. Distributes teaching materials to students such as: textbooks, papers, pencils, and other supplies in preparation for a lesson.
16. Works with students assigned, adjusting to the needs of varying personalities.
17. Assists the teacher in meeting the physical needs of children, including physical hygiene.
18. Maintains confidentiality regarding staff and student information.
19. Performs other job-related duties as required.

#### MINIMUM QUALIFICATIONS:

1. A high school diploma or its equivalent.
2. Successful completion of an approved Department of Education training program for Teacher Assistants.
3. CPI Certification
4. Oral communication skills at the level required for the position.
5. Ability to provide academic and physical support to students.
6. Proficiency with technology at the level required for the position as well as a willingness to improve skills.
7. A pleasant manner and positive, professional attitude that facilitates good interaction with children and adults.
8. The ability to lift, assist, and physically restrain children.

9. Organizational skills that ensure efficiency.

10. Lifting and carrying, (within reasonable weight limits) manual dexterity, bending and stooping, pushing and pulling.

**Position Type:** Full-time

**Positions Available:** 1

**Job Categories:**

Instructional Support > Individual Aide

Instructional Support > Paraprofessional / IA

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## Job Requirements

- High School/Trade School degree preferred.
- Citizenship, residency or work visa required

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## Application Questions

There are no application questions required for this job posting.

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## Contact Information

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## Map

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