



The Guidance Center of Westchester  
256 Washington Street  
Mount Vernon, NY 10553  
TheGuidanceCenter.org

# PLEASE POST AVAILABLE POSITION

**POSITION:** Leave Replacement Special Education Teacher, Mamaroneck UPK

**PROGRAM:** Mamaroneck UPK, 5230

**HOURS:** 8:30am-4:00pm, starting January 2<sup>nd</sup>, 2019 (3 month position)

## **SKILLS/ABILITY:**

- Knowledge and understanding of specific special needs of children
- Ability to manage classroom
- Ability to differentiate instruction to meet the needs of each learner
- Ability to relate to children and their family members
- Ability to work with multi-disciplinary team
- Ability to supervise Teaching Assistant & others (as appropriate, such as student teachers)
- Good verbal and written communication skills
- Ability to do required paperwork accurately and in a timely manner
- Experience administering formal & informal educational assessments
- Experience putting formal and informal assessment results into report form
- Knowledge of NY State Pre-k Standards
- Basic computer skills

## **JOB DESCRIPTION:**

- A. Run class daily class in A.M. and P.M. session (per needs at site)
- B. Responsible for formal and informal assessment of students
- C. Maintain open communication between staff and parents
- D. Supervise Assistant Teacher & others (such as foster grandparents & student teachers), with guidance from the Supervisor
- E. Complete Annual Progress Reports & Regression Statements (as required)
- F. Participate in CPSE/CSE meetings, as required
- G. Mandated reporter

**SEND RESUMES TO:**

**[emarantz@theguidancecenter.org](mailto:emarantz@theguidancecenter.org)**

**HIRING SUPERVISOR: Donna Morrison**

**[dmorrison@theguidancecenter.org](mailto:dmorrison@theguidancecenter.org)**