



**POSITION OPENING
Reference 2017 - 5**

POSITIONS: Teacher Assistant - Elementary

DESIRABLE QUALIFICATIONS: Preference will be given to candidates who possess the following:

MINIMUM QUALIFICATIONS:

- (1) Graduation from high school at least 6 hours of college course work; AND
- (2) Ability to attain appropriate credentials as they apply to this position; AND
- (3) Experience working with deaf students in an educational setting; AND
- (4) Commitment to the School's total Communication Philosophy and the current ability to communicate fluently with deaf persons using sign language and finger spelling.

NOTE: Will be required to complete the SLPI requirements pursuant to Board Policy. The School may also require employees in this classification to complete successful training in behavior management programs including but not limited to TCI (Therapeutic Crisis Intervention) which will be provided by St. Mary's School for the Deaf.

MAJOR RESPONSIBILITIES:

May assist in classroom management, teaching materials development, bus duty, educational activities, and special duties as assigned;
May assist in the classroom under the direction of the Teacher by assisting students individually and in small groups with home work, projects, etc;
May assist students with physical day-to-day activities including lifting multiply handicapped students to and from wheel chairs;
Assists in cafeteria and bus duty activities;
Assists in the preparation of teaching materials which may include but is not limited to copying, word processing, collating, pasting, and cutting materials;
Assists Teacher to ensure that school and safety rules are followed by students;
Accompanies students to Speech, Music, Art, Physical Education, and other activities that occur outside the classroom;
Intercedes in emergency situations as necessary;
Attends departmental and faculty meetings;
Performs other duties as assigned.

APPLICATION PROCEDURE: Applications may be obtained from the Human Resources Office or on the St. Mary's website. Please submit application, resume, and all appropriate information to document qualifications:

Mary DeStefano, Director of Human Resources
St. Mary's School for the Deaf
2253 Main Street Buffalo, NY 14214

APPLICATION DEADLINE: July 31, 2017

Discussion concerning salary, benefits and working conditions do not constitute a commitment on the part of the school and should not be misconstrued as binding until a recommendation of appointment is approved by the Superintendent. All benefits are subject to the respective collective bargaining agreements and policies of St. Mary's School for the Deaf.