



# Mill Neck Manor School for the Deaf

Mill Neck Family of Organizations - Established in 1947 by Lutheran Friends of the Deaf

**Introduction:** Mill Neck Family of Organizations is made up of a group of nonprofits, including Mill Neck Foundation, Mill Neck Manor School for the Deaf, Mill Neck Services, Mill Neck Interpreter Service, and Lutheran Friends of the Deaf. Each organization is dedicated to creating a world in which Deaf and Hard of Hearing individuals are included, empowered, celebrated, and embraced as equals through quality education, sign language, employment, audiological, spiritual and habilitation services. If you are passionate about equality, collaboration, and empowerment- our team is the right fit!

## **Objective:**

The Mill Neck Family of Organizations is looking for an experienced Teacher Assistant who will work under the supervision of a lead teacher, providing additional assistance and instruction to students. Teacher Assistants typically work one-on-one with students or as a small group to help them understand and apply principles taught by the classroom teacher. They often circulate around the classroom while students are completing assignments and assist students who are struggling with their work.

## **Duties/Responsibility:**

- Greet and assist students get off the school bus and to the classroom. Assist the student from the classroom safely to the school bus.
- Assist the School Nurse to take temperature of students upon entering the school.
- Assist in collecting the COVID attestation form.
- Complete assignments as assigned by the Superintendent.
- Work with classroom teacher to monitor class schedule.
- Assist classroom teacher with preparing for lessons by getting materials ready and setting up equipment.
- Collaborate with classroom teacher to recognize student issues and assist by recommending solutions.
- Give one-on-one or small group instruction/lesson review.
- Keep documentation of student progress.
- Help classroom teacher create and implement lesson plans.
- Assist classroom teacher with attendance, grading, and other administrative tasks.
- Comply with school regulations and rules.
- Attend all trainings, faculty meetings and parent conferences.

## **Required Skills/Ability:**

- Experience working with Deaf and Hard of Hearing population



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- Knowledge of Disability Rights, laws and regulations
- Ability to communicate using American Sign Language or willingness to learn and show progress through formal evaluation
- Strong administrative skill profile exhibiting a high level of professionalism, attention to detail and the ability to organize work and manage time effectively
- Demonstrated experience in written presentation design and layout
- Excellent interpersonal, written and oral communication; including the ability to effectively communicate and interface with all levels of employees as well as external customers
- Capable of handling and appropriately prioritizing requests from multiple sources, in a timely manner
- Resourceful and demonstrates a high level of independence and initiative to resolve issues and take on challenges as they arise
- Ability to identify then need and make recommendations for process improvements to increase efficiency
- Demonstrated ability to work with highly confidential material
- Strong proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and the ability to learn and become proficient at using other technology tools as required.
- Must be willing to support the MNFO Mission as a Lutheran faith based organization by representing employer during community events and conferences promotion Mill Neck Family of Organizations

## Education and Experience:

- Associates degree or higher from an accredited university
- NYS Teaching Assistant Certification

Email your cover letter and resume to: [Careers@millneck.org](mailto:Careers@millneck.org)

For information on **Mill Neck Family of Organizations**, including our company culture, visit our website at [millneck.org](http://millneck.org)

*Mill Neck Family of Organizations is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*