

## ELEMENTARY RESOURCE TEACHER

### General

The Elementary Resource Teacher, under the direction of the school principal, provides specialized instructional services to the teaching staff, instructional aides and students through the resources of the curriculum lab.

### Essential Responsibilities

1. Assist classroom teachers in proper prescriptive decisions for individual students;
2. Work with individual and/or small groups of students needing special assistance beyond what can be provided in the classroom;
3. Manage and maintain Resource Center;
4. Preview and demonstrate new materials and activities at staff meetings;
5. Conduct inservice for aides and teachers;
6. Make recommendations regarding curriculum materials and methods of instruction;
7. Assist the principal in the coordination of instructional aide assignments and schedules;
8. Assist in the orientation of visitors to the programs and classroom visitation;
9. Administer and interpret diagnostic testing of each student newly entering instructional program;
10. Assist teachers in relating materials to identify student needs;
11. Coordinate cross-age tutoring;
12. Assist in the revision of individualized materials; and
13. Perform other duties as required.

### Qualifications

1. Strong academic background in areas of reading, math and language arts;
2. Competence in curriculum;
3. Thorough knowledge of the District's individualized programs;
4. Reading Specialist Certificate preferred; and
5. Administrative Credential or intent to obtain one.

### Experience

Five or more years of successful teaching at the elementary level.

### Selection Procedure

Annual appointment by principal with superintendent and governing board approval.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: regularly stand, walk, sit, and talk or hear; occasionally reach with hands and arms; frequently lift and/or move up to 10 pounds such as boxes of books and teaching material; frequently interact with the public and other staff; and occasionally work extended hours. Specific abilities include close vision, distance vision, peripheral vision, the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors with some outdoor work. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised 3/6/95; 9/97