



Greater Albany Public Schools  
**School Resource Teacher**

**Salary Level:** Per Negotiated Agreement  
**Reports to:** Principal or SPED Director

**Classification:** Licensed  
**Work Calendar:** 191-Days

**Position Description**

Under the general supervision of the School Principal, to maximize the learning experience of students with special needs, in academics, interpersonal skills and activities of daily living by implementing district approved curriculum; documenting teaching and student progress/activities, outcomes; addressing students' specific needs; providing a safe and optimal learning environment.

**Responsibilities:**

- Conducts assessments, testing and diagnostic examinations of students for the purpose of identifying learning issues, and recommending courses of action or corrective procedures to overcome issues and maximize learning.
- Participates in PPT's and assists in developing Individual Educational Plans ("IEP") for students.
- Assists students and teaching staff in implementing students' IEP's and behavior management plans.
- Coordinates with outside agencies, organizations and institutions, including state and federal authorities as needed.
- Coordinates with administrators and other teaching staff members to ascertain individual student's abilities and needs, including students with special needs, and to familiarize stakeholders with social work services.
- Serves as ready resource to students and parents to provide counseling that will lead each student to increased personal growth, self-understanding, and behavioral management; serves as liaison between home and school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research, and by maintaining professional relationships with members of institutions of higher learning and the business community.
- Organizes and maintains a system for accurate and complete record-keeping and providing student information to prospective colleges and employers, as required by district procedures and applicable laws.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Assists in the orientation of new teachers, and provides in-service training in guidance.
- Selects and requisitions appropriate books, aids and other supplies and equipment and maintains inventory records.

**Additional Responsibilities:**

- The employee will maintain regular attendance in accordance with applicable rules and will arrive for work fit for duty.
- The employee is dressed and groomed in a clean and appropriate professional manner for the assignment and work setting.
- The employee will manage the use of district property, equipment and materials effectively and economically.
- The employee will meet the Teacher Standards and Practices Commission Standards for Competent and Ethical Educators

**Minimum Requirements:**

- Current Oregon Licensure through Teachers Standards and Practices Commission in special education, or ability to obtain a license;
- Criminal history verification/clearance

**Desired Qualifications:**

- Experience teaching students with a wide variety of disabilities.
- Experience with writing and implementing IEPs.
- Successful experience developing systems and schedules using assistants to assist in meeting IEP goals and objectives, facilitating inclusion experiences and ensuring a high quality educational opportunity for all students

**Anti-Discrimination Policy and Commitment to Diversity:**

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

**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. Frequent or prolonged sitting. Crouching to work with younger students. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

**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. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required. This position may require traveling to multiple work sites.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

**Employee Statement:** I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

**I have read and understand this job description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_