



SWEETWATER COUNTY SCHOOL DISTRICT #1

Resource Teacher – Job Description

Location:

Department: Special Services

Reports to: Building Principal(s) and Director of Special Services

Supervises:

Terms of Employment:

Months Per Year: 10

Hours Per Week: Varies

Full Time/Part Time/Temporary: Full Time

Salary Classification: Certified Salary Schedule

***Possible \$12,000 sign on bonus**

Nature and Scope of Job:

The purpose of a Special Education Resource Room teacher is to work with students who are identified under IDEA with a disability. The Special Education Resource Room Teacher will design an individualized program, along with parent(s)/legal guardian(s), to teach academic and/or social skills to students aligned to District and State Standards.

Job Functions

Essential Functions:

1. Plans and implements a program that meets individual needs, interests, and abilities within the Sweetwater County School District #1 curriculum as well as the specifically designed Individualized Education Plan (I.E.P.) for the student.
2. Implements curriculum to meet individual student's goals and objectives using effective teaching techniques and materials.
3. Develops, in a cooperative manner with the Principal and Director of Special Services, a plan for the improvement and enrichment of instruction in special education.
4. Writes specific lesson plans describing daily learning targets aligned to national, state, and district standards.
5. Monitors and assesses student progress and provides feedback on a regular basis to students and parents/guardians as defined in the IEP.

6. Communicates learning targets to students in a well-planned, organized manner using clear and concise terms.
7. Creates a classroom environment conducive to learning and appropriate to the maturity of the students.
8. Assists Administration in implementing all Sweetwater County School District #1 policies and procedures along with the district vision and mission.
9. Assists Administration in implementing all Sweetwater County School District #1 Special Education Policies and Procedures, Federal Rules and Regulations, and Chapter 7 Rules and Regulations.
10. Creates educational experiences to provide students with opportunities to develop skills in decision-making and other areas of social and life skills.
11. Respects the dignity of each student as an individual and attempts to gain an adequate understanding of his/her needs, interests, and abilities.
12. Communicates concerns and ideas with the appropriate Administration, colleagues, parents, students in a positive, confidential, collaborative manner.
13. Assumes legal responsibility for the discipline and supervision of students and maintains a high standard of professional conduct and good rapport with students within the school environment.
14. Strives to maintain and improve professional competence.
15. Assumes professional and personal responsibility for the management and progress of goals under his/her authority, direction, and supervision.
16. Assumes individual responsibility assigned by principal or supervisor which may relate to committee work, student activities, student supervision, or other planning and professional assignments.
17. Maintains compliant, accurate, complete, legible, and correct records as required by district, state, and Federal law, Sweetwater County School District #1 policy, and Administrative regulation.
18. Takes necessary precautions to protect students, equipment, materials, and facilities.
19. Conducts oneself in a professional manner.
20. Strives to be a good employee as well as an effective teacher.
21. Seeks to establish friendly and cooperative relationships between the home and the school.
22. Oversees daily activity of assigned special services paraprofessionals.
23. Develops and implements a behavior support plan and modifies as data indicates.

24. Writes individual education plans for students and facilitates required meetings.
25. Other duties as assigned by Administration.

Other Functions:

1. Attends and supervises school-sponsored field trips as necessary.
2. Attends parent and staff meetings.
3. Keeps informed by reading building and district communications.
4. Responds to requests for information in a timely manner.
5. Schedules students to address IEP services.
6. Attends trainings and Professional Development Opportunities.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

Job Qualifications

Knowledge, Skills, and Abilities:

- Possess a strong knowledge of IDEA and Reauthorization of 1997, Rules and Regulations governing Students with Disabilities in Wyoming Public Schools, and local rules and regulations governing services to students with disabilities.
- Possess a broad knowledge of special education process, procedures, documentation, and time frames.
- Possess a broad general knowledge of all subject areas with specific knowledge needed in contract areas.
- Possess teacher leadership skills within the decision-making process.
- Possess group dynamics and interpersonal skills.
- Possess knowledge of physiological, emotional, behavioral, and educational development of students.
- Possess developmentally appropriate classroom management skills with data to support progress or revision.
- Possess technological and computer skills.
- Possess problem solving, imagination, patience, reasoning, creativity, judgment, and analytical abilities.

- Possess excellent organizational and effective time management skills.

Education, License, Certification or Formal Training:

- Degree in Special Education from accredited institution.
- Valid Wyoming Professional Teaching Standards Board Certification or National License relevant to the position.
- Continue professional growth.

Equipment Used:

- Copier
- Docucam
- Laminator
- Promethean board
- Calculator
- Overhead Projector
- Telephone
- Assistive Technology Equipment
- Computer
- Data Support System for IEPs
- Microsoft Office
- iPads

Physical Demands:

- Be able to stand, walk, and sit for long periods without fatigue or discomfort.
- Be able to lift up to 50 pounds and carry a distance of 50 feet.
- Be able to work at a computer monitor for a portion of each day without fatigue or discomfort.

Environmental Demands:

- Be able to spend most of the time inside classrooms with some work outside in cold/hot weather.
- Be able to tolerate noise up to 90 decibels.