



## **Special Education Resource Teacher**

### **Purpose Statement**

The job of Special Education Resource Teacher is done for the purpose/s of providing support to the educational process by serving as a teacher with specific responsibility for facilitating student success in academic areas; supervising students within the classroom and other assigned areas; developing lesson plans; delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

This job reports to Assigned Administrator

### **Essential Functions**

- Adapts classroom work for the purpose of providing students with instructional materials that address individualized learning plans within established lesson plans.
- Administers developmental testing, subject specific assessments, etc. for the purpose of assessing student present level of performance and/or developing recommendations for individual learning plans.
- Advises parents and/or legal guardians of student progress for the purpose of communicating expectations and student's achievements, developing methods for improvement and/or reinforcing classroom goals in the home environment.
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents and administration in compliance with state and federal regulations.
- Circulates throughout the classroom for the purpose of monitoring student progress/performance.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, achieving established classroom objectives in support of the school improvement plan.
- Demonstrates methods required to perform classroom and/or subject specific assignments for the purpose of providing an effective program that addressing individual student requirements.
- Directs student teachers, paraprofessionals, volunteers and/or student workers for the purpose of providing an effective classroom program and addressing the needs of individual students.
- Instructs students for the purpose of improving their success in academics through a defined course of study.
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for the purpose of providing a safe and positive learning environment.
- Participates in a variety of meetings for the purpose of conveying and/or gathering information required to perform functions.

- Prepares and maintains a variety of written materials (e.g. student information, parent training materials, grades, attendance, anecdotal records, lesson plans, IEPs, progress reports, activity logs, billing information, therapy plans, required documentation, quarterly reports, screening results, etc.) for the purpose of ensuring the availability of information, documenting student progress and meeting mandated requirements.
- Provides specially designed instruction to meet emotional, behavioral, and academic needs of the individual student (e.g. evaluates needs of individual student, least restrictive environment, etc.) for the purpose of ensuring the student's academic success.
- Replies to inquiries from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code and school policies.
- Supports teachers of record for the purpose of assisting them in the implementation of each student's IEP.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience:** Job related experience is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

**Certificates and Licenses**

Appropriate Arizona Teaching Credentials

**Clearances**

Criminal Background Clearance/Fingerprint Clearance  
MMR

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Governing Board Approved  
Certified Salary Placement  
Schedule

Inspiring Hope and Empowering All Students to Courageously Pursue their Goals and Dreams.