

Branch ISD

Job Description



Job title: Special Education Resource Room Teacher - Elementary

Work Location: Varies

Classification: Certified, 188 Days

Reports to: Special Education Supervisor

☒ **Full Time**

☐ **Substitute**

☒ **Exempt**

Schedule:

☐ **Part Time**

☐ **Temporary**

☐ **Nonexempt**

M-F, 7 Hours/Day

Requirements:

1. Education and/or certification:
 - a. Valid Michigan teaching certificate
 - b. Special Education endorsement in any disability area

Essential Functions:

1. Mental Tasks:
 - a. Ability to understand written and oral instructions
 - b. Ability to demonstrate appropriate verbal and written communications when interacting with others.
 - c. Ability to analyze data and prepare reports from various data.
 - d. Ability to learn new technology.
 - e. Ability to extrapolate information from various sources to create a finished product.
 - f. Ability to give directions and supervise others.
 - g. Ability to collaborate with a variety of teams and team members
 - h. Ability to be flexible in stressful situations.
 - i. Ability to accept feedback for performance improvements.
 - j. Ability to organize and prioritize duties.
2. Physical Tasks:
 - a. Sufficient ability to hear, in order to communicate with others
 - b. Ability to bend, stoop, squat and kneel while working on equipment, assisting students, etc.
 - c. Ability to lift and move objects of at least 50 lbs.
 - d. Ability to drive to and from meeting and/or work sites.
 - e. Ability to work evenings, weekends and beyond an eight-hour day, if necessary.
3. Equipment
 - a. Ability to utilize electronic equipment and other necessary equipment such as telephones, computers or various types, IPAD, printers, copiers, and calculators.
 - b. Ability to utilize various software and web-based applications.

Policy Requirements:

1. Adhere to applicable Master Agreement, district and/or building policies and employee handbook, including but not limited to:
 - a. Attendance
 - b. Business procedures
 - c. Emergency – accident or illness
 - d. Employee conduct
 - e. Personal appearance
 - f. Safety
 - g. Student discipline
2. Attend all required meetings and submit required reports on time.
3. Maintain student records, student objectives, and security/inventory of equipment and materials.
4. Follow administrative directives verbal and/or written.
5. Safely supervise students during contact hours.
6. Maintain confidentiality
7. Remain free of any alcohol or non-prescribed controlled substances in the workplace.
8. Demonstrate adherence to all ethical standards of the profession.

Job Performance:

1. Communication and interpersonal relationship skills expected:
 - a. Communicate clearly and accurately when writing/speaking.
 - b. Communicate concerns, thoughts, and/or ideas to appropriate:
 - i. Administrator
 - ii. External personnel

- iii. Parents/guardians (verbal, written, telephone, and home contacts)
 - iv. Other appropriate individuals as necessary
 - c. Maintain an environment that is conducive to student learning and collegiality with coworkers.
 - d. Assist other personnel as needed
- 2. Management and organizational skills expected:
 - a. Effectively organize work tasks/duties and prioritize appropriately.
 - b. Complete assignments and work tasks accurately, on time, and without constant supervision.
 - c. Recommend necessary equipment, materials and resource purchases.
- 3. Application of job knowledge expected:
 - a. Demonstrate logical problem-solving skills.
 - b. Demonstrate skill in assisting students and staff to meet objectives and in utilizing educational equipment, materials, and resources.
 - c. Provide positive reinforcement to students.
 - d. Maintain an environment that facilitates learning and safeguards mental, emotional and physical health.
 - e. Utilize a variety of educational materials and techniques to meet the individual needs of students.
 - f. Maintain required professional credentials, licensing and continuing education hours as disciplinary standards dictate.
 - g. Stay current in the academic field regarding best practice and compliance concerns through district-provided professional learning and outside district-provided opportunities.
 - h. Meet specific performance objectives developed jointly with immediate supervisor.
 - i. Demonstrate ability to use technology to perform basic work responsibilities such as data collection, data analysis, electronic communications, etc.

Duties:

1. Progress monitoring of each resource student in the classroom in deficit area(s) prior to the IEP meeting. (For example: Dibbles, Fountas & Pinnell, CBM etc.)
2. Demonstrate knowledge of academic achievement assessments.
3. Demonstrate knowledge, skill in academic remediation techniques and use of curriculum and material resources for the remediation of the following areas: basic reading, reading comprehension, reading fluency, written expression, math calculation, math problem solving, listening comprehension, oral expression, visual and auditory perception, and gross and fine motor skills.
4. Actively engage in teacher-directed instruction in all areas of need identified in each student's IEP.
5. Maintain a classroom environment that is conducive to learning, that minimizes distractions for students, and that is consistent with the behavioral and academic expectations of the general education program.
6. Regularly consult with the general education teaching staff and administration concerning appropriate programming for the students within the general education environment.
7. Demonstrate skill and knowledge of providing accommodations and curricular modifications within the general education environment.
8. Demonstrate skill and knowledge of group discussion techniques such as facilitation and collaboration skills.
9. Initiate and follow-through with a Functional Behavioral Assessment and Behavioral Intervention Plan (FBA/BIP) for each student that demonstrates a need.
10. Assist with the implementation of students' individualized health care plans.
11. Other duties as assigned.
12. Performs other duties as assigned.
13. To avoid disruption to school district operation and required student's services, the employee must be able to work additional/supplemental days beyond the signed contract.

Employee Name:

Employee Signature:

Date:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is not to be construed as an exhaustive list of all requirements and job duties and does not constitute a contract for employment. This job description is subject to change at any time.

Date Created: February 2023

Revisions: