



Special Education Resource Teacher

Position Description

Position Title: Special Education Resource Teacher

Reports to: Principal

Terms of Employment: 185-day Contract

School/Department: Forest Dale Elementary

Date: 4/14/2025

FLSA: Exempt

Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal elements of the job.

Position Description:

The Special Education Resource teacher assists the general education teacher with the academic education of students with Individual Education Plans with a focus on academic skills and intervention. Instruction can occur in the general education classroom or through pull-out services.

Qualifications:

- Minimum of Bachelor's degree from four-year college or university
- Appropriate Indiana teaching license for students with mild disabilities
- Indiana IEP knowledge

Duties and Responsibilities shall include, but not be limited to:

- Provide support in the general education classroom for students with IEPs
- Provide interventions as determined by data collection and student needs
- Assist with good classroom management – behavior plans, functional behavior assessments, etc.
- Assess students' progress through various progress monitoring tools
- Implement strategies to help students work independently when needed (i.e. picture schedule, tasks lists, etc.)
- Communicate in a positive, professional manner with staff, parents and student regarding student and program needs and progress
- Develop quality, compliant IEPs for students
- Implement IEP goals and move students toward meeting those goals
- Collect and report data on student progress
- Maintain confidentiality
- Observe policies and procedures of Carmel Clay Schools
- Assist in scheduling, program planning, trainings, problem solving and documentation
- Attend and participate in scheduled department meetings, goal meetings, observations, committee/ team meetings
- Develop and carry out educational and professional goals
- Assist students in the implementation of assistive technology as needed
- Effectively manage instructional assistants assigned to the classroom

Physical and Mental Efforts:

- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to work in an extremely collaborative environment with a number of other professionals
- Ability to establish and maintain effective working relationships with students, peers, parents and community
- Ability to apply knowledge of current research and theory to instructional program.
- Ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned
- Excellent verbal and written communication skills

- Basic knowledge of the computer and programs
- Strong organizational skills
- Nurture a positive relationship with supervisors, subordinates and peers
- Demonstrate respect for supervisors, subordinates and peers
- Work as part of a team
- Demonstrate ability to deal with sensitive issues in a tactful manner and maintain confidentiality
- Address concerns and offer suggestions in an appropriate and confidential manner
- Participate in staff development activities to improve in job-related skills
- While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand; walk; climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to assist in the lifting/carrying of students with disabilities. The employee must occasionally push items of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Relationships:

- Supervise students in the classroom. Work closely with peers, supervisors, administrators and parents

Regular Work Hours/Travel Requirements:

- Normal school day hours
- Travel between district buildings may be required