

#52944v3

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF  
JOB DESCRIPTIONS**

**POSITION TITLE:                    RESOURCE TEACHER**

**REPORTS TO:                        School Principal**

**JOB SUMMARY:**        To work in collaboration with classroom teachers to provide a positive, safe and inclusive learning environment for all students, as well as to provide specialized assessments, programming and intervention services to students.

**QUALIFICATIONS:**

- a) Bachelor of Education Degree
- b) Teacher’s Certificate issued by Manitoba Education
- c) Special Education Certificate

**PERFORMANCE RESPONSIBILITIES:**

**1. Address Diversity**

- Support collaborative and consultative approaches to school decision-making, planning, scheduling, and programming to ensure equity of support services.
- Assist the classroom teacher in developing a class/content area profile to ensure that the diverse needs of students are considered as the teacher plans lessons.
- Plan with the classroom teacher to identify supports that may include scheduling adult support within the classroom according to the priority needs in the school.

**2. Teacher Support**

- Consult with classroom teachers about differentiated instruction related to specific class and/or student needs.
- Apply knowledge of child and adolescent development to the selection and application of curriculum materials, instructional practices, and intervention programs.

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- Collaborate with the classroom teacher to determine which students require student specific plans and to foster student-centered learning with time-related goals for students with complex needs.
- Collaborate with the classroom teacher to prepare culturally responsive methodology and material supportive of diverse students.
- Model strategies, co-teach, and work with individual students or small groups of students when appropriate.
- Engage in regular communication with the classroom teacher regarding student programming and progress.

**3. Programming Support**

- Work collaboratively with the school team to identify credit designations at the high school level as per Manitoba Education guidelines.
- Act as case manager, assemble information from staff, parents, clinicians, and outside agencies to develop and implement student specific plans.
- Initiate and chair team meetings and support the classroom teacher to monitor, assess and record the progress of students at regular reporting periods and ensure that proper reporting documents are completed.
- Observe and further assess identified students as deemed appropriate by the school team.
- Assist the classroom teacher in securing appropriate adaptations, resources and/or technology for student's use.
- Coordinate services with outside supports/agencies as required.
- Facilitate effective day-to-day communication with Educational Assistants to help address student need.
- Ensure that student specific plans (IEP, CMP, PBIS, ALP, EAL, etc) are recorded in the database (CLEVR) and monitored for progress.
- Oversee the implementation of individual health care plans and information distribution.
- Determine and apply for funding to Manitoba Education for students with high behavioural needs (EBD3) and participate in the wraparound process as needed.
- Facilitate the pre-referral and referral process to Educational

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Support Services and/or outside agency support services as required.

- Meet with clinicians as needed to monitor progress for students.

**4. Student/Family Support**

- As appropriate, support students and families with information sharing.
- Conduct formal and informal assessment of behaviour, learning, achievement and environments within the classroom and other settings.
- Facilitate the intake of students with high needs including students in care and ensure the distribution of appropriate information.
- Coordinate transition meetings from pre-school services into school; between grades in the same school; between schools and from school to community preparing for adulthood.
- Coordinate hearing testing and reports on outcomes to division and families.

**5. Leadership and Management Duties**

- Actively pursue appropriate professional learning for teachers and support staff to ensure inclusive practices.
- Act as a resource to all school staff regarding division procedures and directives in supporting students with exceptional needs.
- Help in providing information to school teams regarding risk and threat assessments and crisis response.
- Collaborate with the Student Services Coordinator and attend student services team meetings.
- Maintain student support files in accordance with the Manitoba Pupil File Guidelines.
- Ensure student profiles are completed for students who require support.
- Assist school administration in the performance evaluation and in meeting the developmental needs of Educational Assistants.

**Perform other duties as required.**

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