

#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 support students experiencing learning difficulties.

**QUALIFICATIONS:**

- a) Bachelor of Education Degree
- b) Teacher's Certificate issued by Manitoba Education
- c) Special Education Certificate
- d) Experience as a classroom teacher
- e) Course work in areas related to resource, special education, reading, assessment and individual program development.

**PERFORMANCE RESPONSIBILITIES:**

- To work in collaboration with classroom teachers and members of the Student Services Team to:
- Develop a learning profile of students in need of supports by collecting information from classroom assessments, Provincial or Divisional examination results, portfolios, cumulative files, clinical reports, as well as information from parents, medical personnel and outside agencies and organizations.
- Conduct individual assessments as required. These assessments may include: assessment of academic strengths and weaknesses, learning styles, behaviour patterns, or evaluation of special learning needs.
- Assist in determining if students meet criteria for funding and, if so, assist in the writing of funding applications.

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- Coordinate the Kindergarten Early Identification Program, including Vision and Hearing Screening.
- Conduct observations of students in the classroom as required.
- Participate in the development of individual educational planning process and program applications when required.
- Work collaboratively with classroom teachers to provide appropriate supports and adaptations/accommodations for individuals or small groups within the classroom.
- Ensure that program plans are communicated to all those working with the child.
- Advocate on behalf of students with learning difficulties within the school.
- Support students at the Early Years Level (K-5) by:
  - Assisting in the development of Literacy Skills.
  - Assist teachers in developing supportive classroom environments in which reading and writing literacy and numeracy are stressed.
  - Assisting in the development of the skills necessary for effective communication.
  - Assisting in the development of personal responsibility, time management and organizational skills.
- Support students at the Middle and Senior Years levels by:
  - Assisting students in preparation for school, divisional, and provincial examinations.
  - Assisting in the development of appropriate study skills.
  - Assisting in the development of the skills necessary for effective communication.
  - Assisting in the development of personal responsibility, time management and organizational skills.
  - Assisting in the development of the skills to read and write successfully in the content areas.
  - Assisting in the selection of appropriate courses.

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- Provide direct instruction to students with learning difficulties on an individual or small group basis for specified time periods in selected subject areas.
- Coordinate and monitor the use of Educational Assistants, volunteers, or peer tutors.
- Work collaboratively with parents to establish home programs that focus on parent involvement in student learning.
- Work collaboratively with the staff to develop supportive learning programs such as: "Club Red", I Love to Read activities, Math and Science Clubs, etc.
- Function as a contributing member of the student services team and work effectively with E.S.S. clinicians, guidance counsellors, outside agencies, administrators, teachers and parents.
- Initiate referrals to other agencies and services when additional support services are required.
- Assume the role of Case Manager as appropriate.
- Maintain resource records as required by Divisional policy and prepare reports for the school and division as required.
- Demonstrate professional commitment to resource and special education through membership in local/provincial/national associations, and attendance at professional development events.
- Provide leadership in the area of professional development at the school and Division levels, and beyond.
- Assume other duties as assigned.

REVISED: May 14, 1996 Board Motion 09-21-96

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