

POSITION NAME: Resource Teacher	SCHOOL: St. Gregory the Great Catholic School
REPORTS TO: Principal	CLASSIFICATION: Full Time
HOURS: Mon. – Fri. 7:30 – 4:00	

### **JOB SUMMARY:**

The Resource Teacher is a licensed educator who works with K-6 grade students outside of the regular classroom to provide additional one-on-one or small group instructional support. The Resource Teacher is responsible for planning, developing, delivering and evaluating appropriate individualized instruction.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Provide Tier II or Tier III support to either small groups of students or individual students
2. Analyze student assessment data to identify students in need of instructional support
3. Identify the needs of assigned students through formal and informal assessments
4. Prepare/Modify lessons and materials for instruction to meet instructional needs
5. Collaborate with general education teachers for student success
6. Monitor, evaluate and document each student's progress, utilizing appropriate measurements and assessments
7. Discuss student progress with general education teacher regularly
8. Attend SIT meetings as scheduled
9. Assist with coordination of MTSS and PBS
10. Maintain regular communication with parents by means of email, phone calls, conferences, and progress reports
11. Enforce school rules and policies
12. Implement effective classroom and student behavior management skills
13. Attend staff meetings, professional development, and training sessions as required
14. Fulfill school duties as assigned

**JOB SCOPE:**

This position engages in a variety of tasks, including duties that have pre-established standards and guidelines as developed by the Principal. The Resource Teacher must be able to complete tasks independently and with minimal direction once procedures have been established. In addition, the Resource Teacher works collaboratively with the Principal, General Education Teachers, and other School and Parish employees as needed. The Resource Teacher is required to effectively and openly communicate with internal and external entities including parents. A high level of confidentiality is required in this position.

**SPECIFIC JOB SKILLS:**

Strong creative thinking, problem-solving, and decision making skills needed as well as adaptability

Strong written and oral communication skills, interpersonal skills, time management skills, organization skills, and technology skills

Demonstrated skill and patience when working with children of all ages

**EDUCATION AND/OR EXPERIENCE:**

Must hold a Kansas teaching license and be certified to teach K-5.

Virtus training through the Archdiocese of KCK is recommended but not required

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to move around the classroom and supervise students. This job also requires the employee to view a computer monitor for periods of time. Occasional lifting of 20 pounds or less.

**WORKING ENVIRONMENT:**

Work is performed mostly in a standard school setting. School is located in a multi-story building with limited access to an elevator as well as in the separate and adjacent parish hall. Work is generally performed during normal school business hours.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISES:**

None

**OTHER INFORMATION:**

This position is made possible through the ORION Educational Service Center using approved funding from the Emergency Assistance for Non-Public Schools (EANS) grant. The teacher will be employed by ORION with all pay and benefits coming from ORION and will provide services to St. Gregory the Great Catholic School. Employee must complete the necessary new hire paperwork and training through ORION but will report to the school principal.