

High School: Resource Teacher - 10-month Employee

Department: 5030.05

Full Time: 37 ½ hrs. (Monday – Friday) 7:40 am – 3:10 pm

Additional Hours required on special events and occasional weekends

Off: All school holidays and summer months



Reports to: Principal

FLSA Status: Exempt

Essential Job Duties/Responsibilities of the School Resource Teacher

- Work collaboratively with the Assistant Principal of Academics and the Guidance Department to provide academic support for *all* students at JCHS
 - Collaborate with the Assistant Principal of Academics regarding professional development opportunities on topics such as inclusion and evidence-based instructional strategies that benefit all students
 - Collaborate with the Assistant Principal of Academics and Guidance on the development of a “peer inclusion team” at JCHS; this program will eventually be run through the Academic Support Program
- Prepare Academic Support Plans for students who come to JCHS with an IEP, 504 Plan, or recent (within 3 years) private psychological educational evaluation documentation stating the diagnosis and suggested accommodations
 - Seek input from teachers, parents, and administrators while preparing these plans
- Keep all teachers and the guidance department informed and updated regarding individual student needs and accommodations
 - Prepare Academic Support Plans indicating reasonable instructional and testing accommodations for eligible students and share these with the eligible students’ teachers.
- Be responsible for monitoring student progress, consulting with teachers, and communicating with parents as needed
 - Keep teachers apprised of any changes to a student’s Academic Support Plan
- Create and maintain a system for organizing all student documentation; coordinate with the guidance office about maintaining up-to-date files for each eligible student
- Schedule testing with Dr. Forgan and other identified professionals; inform guidance and the front office of scheduled testing dates and times.
- Attend grade level meetings and other parent meetings to provide insight on eligible students’ needs and to suggest appropriate strategies
- Manage all requests for accommodations for both ACT and CollegeBoard testing, including uploading a student’s IEP or other documentation; communicate with parents regarding this process and offer guidance and support
- Manage the resource room throughout the day, as well as provide push-in and pull-out instructional support as needed
- Monitor eligible students’ grades and performance, calling meetings when necessary and serving as an advocate for students to their teachers and the JCHS community
- Arrange for scheduling of eligible students for AP testing.
- Maintain the resource room as a place of student learning. The teacher remains vigilant of students in her care throughout the school day, taking the initiative to discipline students when they are acting inappropriately or are in violation of any school policy.

- Will perform other duties as assigned by the principal

Employee Specific Dispositions:

- Will maintain a positive outlook each day in the classroom and use uplifting language, demonstrating warmth, joy, and advocacy for students
- Will maintain a growth mindset and be open to change, growth, and continuous improvement; will accept constructive criticism and suggestions
- Will refrain from gossip or other negative talk amongst colleagues, always maintaining the confidentiality of others
- Will make every effort to build up colleagues, students, and the larger JCHS community
- Will positively collaborate with colleagues, parents, and students.
- Will exercise good judgment in relationships with students, in all classroom conversation, and in social media usage.
- Will demonstrate cultural respect and understanding of all students

Additional Job-Related Expectations and Duties:

- Follow all policies and procedures written in the Faculty Handbook
- Be punctual and reliable for all school events
- Attend morning prayer, school Masses, Open House, Baccalaureate Mass, and graduation; strive to attend and participate in John Carroll functions throughout the year
- Attend Diocesan Professional Days
- Give advance notification and keep Principal apprised of off-campus appointments
- Other school-related responsibilities as determined by the Principal

Qualifications:

- Minimum of a Bachelor's degree
- Must maintain a valid Florida professional teaching license or be eligible for certification
- Maintain an ESE certification through the state of Florida
- Proficient in Microsoft Office programs, as well as Renweb
- Excellent and professional interpersonal skills and ability to maintain confidentiality
- Ability to multi-task, work independently and make responsible judgment calls
- Strong organizational skills and capable of multitasking
- Ability to use office equipment (fax, computer, copier, iPad, etc.)
- Willing to become proficient in computer and iPad applications used by the school

Physical Requirements

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e. typing)
- Frequent extended periods of sitting and standing
- Occasional ability of minimal hearing (i.e. loud noises, sirens) and routine hearing (i.e. listening to others in conversation)
- Frequent time spent working closely with others