

MACON COUNTY SCHOOLS

TEACHER, RESOURCE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certified by the State of Alabama in the appropriate area.
- (3) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development and especially of characteristics of students in the age group assigned. Knowledge of the prescribed curriculum. Knowledge of current educational research. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents and others. Ability to plan and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results and prescribe actions for improvement. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Principal

JOB GOAL

To provide services in the assigned academic discipline so that students will move toward the fulfillment of their potential for intellectual, emotional, physical and psychological growth and maturation in accordance with system philosophy, goals and objectives.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Create or select long-range plans based on a review of system and state curriculum priorities, student profiles and instructional priorities.
- * (2) Work with teachers, school administrators, and students to improve the delivery of services in the assigned academic area.
- * (3) Sequence content and activities appropriately.
- * (4) Identify specific intended learning outcomes which are challenging, meaningful and measurable.
- * (5) Revise courses of study and curriculum guides based on student outcomes and state curriculum requirements.
- * (6) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs and socio-economic background.
- * (7) Develop or select instructional activities which foster active involvement of students in the learning process.

TEACHER, RESOURCE (Continued)

- * (8) Plan and present demonstration lessons and instructional strategies to support the teachers professional development plan.
- * (9) Select, develop, modify and/or adapt materials and resources to support identified learning objectives and address students' varying learning styles, backgrounds and special needs.
- *(10) Establish and maintain a positive and safe learning environment in which students are encouraged to be actively engaged in the learning process.
- *(11) Establish and maintain efficient record keeping procedures.
- *(12) Assist teachers in organizing procedures, practices, materials and routines for the effective use of instructional time and for the completion of administrative activities.
- *(13) Assist in enforcement of school rules, administrative regulations and Board policy.
- *(14) Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
- *(15) Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning and program evaluation.
- *(16) Use ongoing assessment to monitor student progress, verify that learning is occurring and adjust curriculum and instruction.
- *(17) Communicate, in understandable terms, student progress knowledgeably and responsibly to the student, parents and professional colleagues who need access to the information.
- *(18) Encourage self-assessment by teachers and assist them in developing plans for improving their performance.
- *(19) Evaluate the effectiveness of instructional units and teaching strategies.
- *(20) Demonstrate knowledge and understanding of curriculum content.
- *(21) Communicate high learning expectations for all personnel and for students.
- *(22) Apply principles of learning and effective teaching in instructional delivery.
- *(23) Monitor learning activities, providing feedback and reinforcement to students.
- *(24) Use appropriate techniques and strategies to enhance the application of critical, creative and evaluative thinking capabilities of students.
- *(25) Assist teachers in providing appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
- *(26) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- *(27) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- *(28) Work with teachers in curriculum development, special activities and sharing ideas and resources.
- *(29) Engage in continuing improvement of professional knowledge and skills.
- *(30) Assist others in acquiring knowledge and understanding of particular area of responsibility.
- *(31) Keep abreast of developments in instructional methodology, learning theory, curriculum trends and content.
- *(32) Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- *(33) Develop and implement a Professional Development Plan annually in accordance with state and system requirements.
- *(34) Act in a professional and ethical manner and adhere to professional standards at all times.
- *(35) Perform assigned duties.

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- *(36) Demonstrate attention to punctuality, attendance, records and reports.
- *(37) Maintain confidentiality of student and other professional information.
- *(38) Comply with policies, procedures and programs.
- *(39) Exercise appropriate professional judgment.
- *(40) Support school improvement initiatives by active participation in school activities, services and programs.
- *(41) Ensure that student growth/achievement is continuous and appropriate for age group, subject area and/or student program classification.
- (42) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 03

*Essential Performance Responsibilities