

JOB DESCRIPTION
Educational Resource Center for Special Education

IMMEDIATE SUPERVISOR: Building Principal, Director of Student Services

GENERAL DUTIES

The Educational resource center teacher provides group and/or individual instruction for students identified with educational handicaps such as Learning Disability, Mental Retardation, Emotional Disturbance and Autism, manages an assigned caseload, maintains regular communication with students, parents, and appropriate staff members, and is responsible for development, revision and implementation of IEPs.

ESSENTIAL REQUIREMENTS

- A. Holds a minimum of a Bachelor's degree in an appropriate field of education.
- B. Holds an appropriate license from the Teachers Standards and Practices Commission in the State of Oregon.
- C. Demonstrates command of the oral and written English language.
- D. Able to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- E. Maintains integrity of confidential information relating to students, staff, or district patrons.
- F. Is able to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES

- A. Provide a variety of appropriate instructional techniques and methods to meet student needs.
- B. Promote high levels of achievement in relation to individual abilities.
- C. Use techniques and methodologies appropriate to student abilities and severity of handicap.
- D. Utilize current and relevant subject matter, adapted to students identified needs.
- E. Demonstrate knowledge of an ability to use research-based principles of effective instruction.
- F. Organize instruction using learning objectives clearly defined as student outcomes.
- G. Develop and maintain a classroom environment conducive to effective student learning.
- H. Develop reasonable written rules of classroom behavior and communicate those rules to all students.
- I. Monitor student learning and pace instruction accordingly.
- J. Prepare effectively for class with daily lesson plans.
- K. Develop and communicate appropriate grading standards to students.
- L. Provide documentation of student progress.

- M. Maintain Individualized Education Plans and due process paperwork.
- N. Participate in District sponsored in-service offerings appropriate to assignment.
- O. Act as the responsible agent for an assigned student caseload.
- P. Assist regular education teachers in the location and preparation of curriculum materials to support the IEP for students.
- Q. Monitor and evaluate academic and behavioral progress in cooperation with classroom teachers.
- R. Evaluate student needs and recommend future pupil placement.
- S. Coordinate services provided to the student with an IEP by related service providers.

Banks School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities.

Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is the expectation of every employee to offer his/her services wherever necessary to ensure the success of students.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
 F – Frequently (2.5 – 5.5 hrs per day)
 NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
 C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)				X	
Climbing (ladder)				X	
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control		X			
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to students, staff, or District patrons

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)

Employee Name (print)

Date

Employee Signature

Date