

LAKESIDE UNION SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Resource Teacher on Special Assignment

GENERAL SUMMARY:

Under the direction of the Principal, advances the continued development of effective teaching skills for employees who provide direct instruction to students. Works directly with the staff in the implementation of language immersion programs and performs other duties directly related to this position description.

DUTIES AND RESPONSIBILITIES:

General:

Coordinates and assists in the development of language immersion programs.

Promotes the vision of the language immersion programs.

Provides coaching for teachers and interns including the role of BTSA support provider.

Communicates with principal, PTA, parents and staff regarding district/site/program needs.

Serves as site Administrator Designee for discipline, supervision, SSC and IEPs.

Co-facilitates and coordinates staff/teacher conferences.

Collaborates with cultural community organizations regarding program implementation.

Develops and provides parent orientations and school visits.

Additional Responsibilities:

Meets with principal on a regular basis.

Attends and participates in teacher meetings and in-services as required.

Collaborates with school personnel, parents and community organizations/agencies as appropriate.

Working Conditions:

Dexterity of hands and fingers to operate standard office/school equipment including a typewriter or computer terminal, handles books, reports and other materials; printer, art supplies, copier, T.V., overhead projector, paper cutter, learning aides, P.E. equipment; bending, reaching to maintain files; hearing to answer telephones, speaking to exchange information, sitting and/or standing for extended periods of time.

Lifting up to 50 pounds on occasion.

Low to moderate stress level.

Environmental Conditions:

Primarily indoor classroom, school environment.

Temperature – normal climate.

Contacts:

Daily contact with students, teachers, school and District staff.

Occasional contact with parents, community members and outside agency personnel.

Occupational Certificates/Licenses:

Holds a valid California Teaching Credential (BCLAD) issued by the California Commission on Teacher Credentialing.

First Aid and CPR certification.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Develops, monitors and evaluates the State's and District's assessment programs, including achievement and proficiency tests.

Additional Responsibilities:

Facilitates teacher/staff conferences.

Attends and participates in teacher meetings and in-services as required.

Collaborates with school personnel, parents and community organizations/agencies as appropriate.

Working Conditions:

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