



## LEMOORE UNION ELEMENTARY SCHOOL DISTRICT

### Job Description

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**Title:** Instructional Resource Teacher

**Reports to:** Assistant Superintendent/Site Administrator

**Department:** School Site

**Classification:** Certificated

**FLSA Status:** Non-Exempt

**Work Year:** 186 Days

**Board Approval:** April 19, 2022

**Salary Schedule:** Certificated

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#### **JOB SUMMARY:**

Under the general supervision of the Assistant Superintendent and the direct supervision of the Site Administrator, the Instructional Resource Teacher uses their comprehensive knowledge and expertise to build positive culture, and maximize staff and student learning. Incumbent will help to facilitate professional development activities, student interventions, and extended learning opportunities. The primary responsibility of this position is a support to the principal and school staff. The Instructional Resource Teacher will perform demonstration lessons, engage in classroom coaching activities, provide feedback for teachers, provide professional development, and support the staff in the development of curriculum support materials and resources.

#### **DISTINGUISHING CHARACTERISTICS:**

The job of the Instructional Resource Teacher is to build the capacity of the school and its teachers to meet the learning needs of all students. Their goal is to ensure that school staff acquires the understanding and skills to enhance instructional practices at the classroom level and to raise the level of student achievement. Incumbent performs highly specialized professional-duties and is responsible for representing the District in affairs related to all learning supports including but not limited to curriculum, instruction and assessment. They will promote the District philosophy, goals, objectives, and vision. Incumbent exercises a high degree of discretion and independent judgment in the performance and execution of assigned duties. Decisions made in this position significantly affect the instructional operations of the District. The Instructional Resource Teacher receives administrative direction from the Assistant Superintendent and the site administrators.

#### **ESSENTIAL FUNCTIONS:**

- Serves as an instructional leader to promote effective teaching strategies to ensure mastery of the California Content Standards, National Common Core Standards and 21st Century Learning Skills.
- Provide onsite coaching for all teachers, specifically in the areas of ELA, mathematics, NGSS, social science, social emotional supports, and classroom management support
- Provide professional development for TK-8 teachers at the site and district level designed to increase the classroom teacher's efficacy and capacity in getting students to meet grade-level standards.
- Provide support to teachers in lesson design, lesson demonstration, assessment design and lesson coaching and providing feedback including "next-step" support for all teachers.
- Promote effective research-proven strategies and best practices designed to improve student academic and behavior achievement.

- Serves as a Mentor for teachers who are in an Induction Program and/or Intern Program.
- Assist with the analysis and development of assessments to monitor student progress towards the mastery of the California Content Standards and National Common Core Standards.
- Work with the Site Administration to support collaborative grade level meetings.
- Support District and Site efforts to implement effective programs for students and staff i.e. English Learners, Special Education and any unduplicated student supports.
- Maintain professional competence through participation in in-service education activities as provided by district, state, consultants or professional growth activities.
- Permanent member of the SST team.
- Hold meetings with teachers and administrators upon request.
- Attend meetings and trainings as directed.
- Conduct and support parent training sessions.

#### **OTHER JOB-RELATED DUTIES:**

- Perform other related duties as directed by the Assistant Superintendent or site administrators.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

- Professional Learning Communities framework and solid implementation structures.
- California Content Standards, National Common Core Standards and 21st Century Learning Skills.
- Current curriculum trends in reading, language arts, math, NGSS, social studies and social emotional supports.
- Standards-based lesson design and delivery, including direct instruction and collaborative learning structures.
- The relevant content areas and skillful application of research-based strategies to provide access to content standards for all students.
- Implementation of a standards-based curriculum with SBE-approved instructional materials.
- The utilization of district student information and assessment data systems. Use assessment data to help staff make appropriate teaching decisions.
- Designing and delivering professional staff development for curriculum and instruction.
- Research-proven instruction and current educational leadership practices.
- Pedagogical methods and techniques that promote student learning.
- Student learning development especially as relates to the adolescent learner.
- Organizational principles and practices.
- Student supervision and intervention practices in classroom and playground activities.
- Reading and writing communication skills.
- Interpersonal relations skills using tact, patience, and courtesy.
- Word processing and presentation software.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

##### Ability to:

- Analyze and use data for instructional decision-making, especially in differentiating instruction for students at risk and assisting teachers in modifying curriculum and instruction.

- Assist in planning and prioritizing learning activities to support the educational needs of students.
- Locate and provide appropriate instructional resources to teachers and teams.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including students, parents and co-workers.
- Possess interpersonal, problem solving and organizational skills required to effectively facilitate coaching and staff development.
- See and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Assist a diverse range of students in developing self-help and social skills.
- Build relationships with students related to their needs.
- Monitor, observe and report student behavior according to approved policies and procedures.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Perform routine clerical duties in support of classroom activities.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Apply and explain policies and procedures related to school and program activities.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Communicate effectively both orally and in writing.
- Operate a variety of office and classroom equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

- Possession of a valid K-8 California Teaching Credential with appropriate English Language Learner authorization.

Experience:

- Minimum of five years of successful teaching experience;

License/Certificates:

- Possession of a Valid California Class C Driver's License issued by the State Department of Motor Vehicles.

**DESIRABLE QUALIFICATIONS:**

- Master's Degree preferred.
- Collaborative team leader, mentor teacher or NTI Support Provider preferred;
- One year of primary grade level teaching experience and one year of intermediate grade level teaching experience preferred;

**WORKING CONDITIONS:**

**Environment:** Indoor/Outdoor environment, drive a vehicle to conduct work.

**Physical Demands:**

- Hearing and speaking to exchange information and assist students in instructional activities.
- Visual ability to read printed instructional materials, handwritten or typed documents, data and the display screen of various office equipment.
- Ability to conduct verbal conversation.
- Hear normal range verbal conversation (approximately 60 decibels).
- Sit, stand, stoop, kneel, bend and walk.
- Lift and/or carry up to 10 or more pounds frequently.
- Lift and/or carry up to 20 or more pounds occasionally.
- Lift and/or carry up to 50 or more pounds infrequently.
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion.
- Demonstrate manual dexterity necessary to operate a variety of instructional equipment including a computer and other office equipment in a safe and effective manner.
- Driving a motor vehicle.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.*