Resource teacher duties

This document outlines some of the areas of work included in the resource teacher role and includes some description of the work of classroom teachers. This list could be adapted by other teachers who are considering listing the areas of Resource teacher roles in other locals/districts

COMMUNICATION

- network between teachers/other professionals that have strained relationships
- liaison
- contacting parents/social workers with teacher/admin concerns
- talking to other schools about students coming/going
- TA – consult – liaison
- TA supervision

SUPPORT

- proofing resources for classroom teachers
- locate resources for self and teachers
- supporting TAs
- listening to teachers
- resource “hunter”
- consultation with teachers
- behaviour management intervention

TEACHER

- provides direct instruction to students
- provides lessons based on student needs
- decides who requires help and who does not given your time and student needs
- selecting who gets service – deciding who is “worst case”
- Guided Reading
- planning for 1701 students
- “coverage”
- “quick fix” when CT not sure where a student “fits”
- teaching individual students

ASSESSMENT

- CBM/DIBELS
- reporting
- assessment
MANAGEMENT

- paperwork, i.e., files, etc.
- 1701 lists and documentation
- scheduling
- running/chairing SBT
- balance schedules between Ab Ed worker, ESL worker, Special Needs worker and teacher
- ARC
- ARC applications and data collection
- case manager of students
- IEPs
- having parents sign IEPs
- behaviour plans
- behaviour plan “creator”
- observations “tracking”
- monthly tracking of H students
- ESBT
- SBT
- ESBTM
- TA schedules
- creating a schedule for LA groups
- chairing/organizing ICMs

TEACHING

- social skills groups
- ESL/D groups
- LA groups
- LA programming
- Guided Reading groups
- assess and monitor growth
- work with small groups/individuals: Reading; Writing
- 1:1 time with support kids
- individual support (*2 1/2 per week) – when will this start? 45 min a.m. 3 times/week; 45 min p.m. 1 time/week
- assessment
- teaching – resource room; LA & Math

PROGRAMMING

- AIP’s
- planning for Math groups on days I’m not there
- planning for Guided Reading groups on days I’m not there
- help with group instruction for classes (specific lessons)
- locate resources for CT/LA/ST
- meet with parents
- IEP’s - development of and reviews
- ESL/D
- AEP
- develop programs
- TA responsibilities
- LA reports
- report cards for groups – reading; math

**MEETINGS**

- parent meetings
- ESBT meetings
- SBT meetings
- psychological referrals
- consultation
- meet with CT/TA re IEPs

**PAPERWORK**

- typing IEPs for a teacher
- develop programs – Writing; Reading
- create TA schedules
- set up ARC TAs – student/work
- complete SET-TAP application
- ARC applications and reviews