

Thomas MacLaren School

JOB DESCRIPTION

This document was
last reviewed on
April 27, 2018

Job Title: _____ Lower School Instructional Resource Teacher _____

Reports To: _____ Special Education Coordinator _____

Supervisory:

____ EMPLOYEES ____ CONTRACT WKRS

Eligible for Overtime: No (yes or no)

Pay Type: X SALARIED

If no: X PROFESSIONAL ____ EXECUTIVE

____ HOURLY

____ ADMINISTRATIVE ____ OTHER

General Purpose: To oversee academic intervention plans for students while participating in the community of learners that is Thomas MacLaren School.

Essential Duties and Responsibilities:

School Philosophy and Goals

- Demonstrates a commitment to the Mission and Vision of Thomas MacLaren School.
- Believes that all human beings, and thus all students, can know truth, create beauty and practice goodness.
- Plans and implements instructional programs and activities that further the school's goals.
- Contributes to the growth of Thomas MacLaren's community of learners.
- Manifests the sense of wonder and depth of inquiry that he/she is asked to inspire and direct in the students.
- Understands and supports the culture of the school.

Professional Responsibility

- Strives for continued improvement and professional growth, in the context of the community of learners.
- Communicates clearly, collegially, and regularly with co-workers and the Head of Lower School.
- Confers with parents, the SPED Coordinator, the Director of Compliance, the Head of Lower School and colleagues as necessary regarding student progress.
- Uses oral and written English skillfully and correctly.
- Maintains accurate records of attendance and punctuality.
- Maintains accurate records of students' academic achievement.
- Performs other duties as assigned by the SPED Coordinator or the Director of Compliance and Head of Lower School.

Instruction/Curriculum

- Attends mandatory Faculty Training Institute each summer.
- Delivers Thomas MacLaren curriculum as charged.
- Works with a Lead/Master Teacher to learn curriculum and methodology of courses assigned.
- Assesses student skills to determine needs and to develop teaching strategies.
- Coordinates MTSS plans for Lower School students
- Teaches and mentors students as a class, in small groups, and/or one-on-one.
- Manages 504 plans (as delegated by 504 Coordinator) and monitors progress of students on a 504
- Coordinates ELL and GT plans in the Lower School
- Demonstrates sound professional teaching and classroom management skills to facilitate learning.
- Maintains an appropriate and safe learning environment.

Teacher/Student Relationships

- Delivers Thomas MacLaren curriculum.
- Enforces school policies.
- Maintains discipline and good order in the classroom in cooperation with the Head of Lower School.
- Provides students with adequate feedback about their work in a timely manner according to the Thomas MacLaren standards.
- Encourages students to strive for high achievement.
- Encourages and equips students to become the agents of their own education.
- Assists with Student Orientation and its implementation in the classroom.
- Acts as an effective monitor of students when on duty (before, during or after school, including the lunch recess).

Teacher/Parent Relationships

- Provides frequent and effective feedback concerning attainment of learning goals to parents.
- Initiates communication with parents.
- Encourages parents to visit the class.
- Participates in biannual parent-teacher evaluation conferences.

Teacher/Staff Relationships

- Communicates regularly with the SPED Coordinator, Head of Lower School, and colleagues on all matters pertaining to assignments.
- Cooperates with other staff in sharing responsibilities and implementing group decisions.
- Works effectively on any faculty committee to which he/she is assigned (recruitment, Field Day, Student Orientation, etc.).
- Participates fully in the community of learners, e.g., prepares for and attends all Faculty Seminars.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities of this job. It is intended only to be an accurate reflection of the principal job elements.

Minimum Requirements:

Education: Bachelor's degree from an accredited college or university.

Experience: Demonstrated ability to serve well as Thomas MacLaren teacher.
Reading intervention experience required.

Other knowledge, skills, and abilities:

- Love of educating children.
- Love of learning.
- Ability to master Thomas MacLaren School's Lower School core curriculum.
- Ability to impart a love of learning to young people.
- Exhibits patience and kindness towards students.
- Knowledge of and interest in a wide variety of writings and thought beyond one's own area of expertise.
- Ability to communicate well with students and parents.
- Ability to maintain an orderly classroom.
- Ability to communicate effectively, both verbally and in writing, with both young people and adults.
- Demonstrated ability to work in a collaborative environment.
- Willingness to take direction from Head of Lower School.
- Commitment to a diverse population of students and to closing the achievement gap.

Physical Requirements of this position include:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE		x	
DRIVING			x
WALKING/Uneven Surfaces			x
WORKING ALONE		x	
WORK WITH OTHERS			x
MOVING HEAVY ITEMS:	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.	x		
TRAVEL:			
Local			x
National	x		
OPERATING MACHINERY:			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

I have read this job description and understand that it may change at the Executive Director's discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.

Employee's Signature

Date