

## MCDOWELL COUNTY SCHOOLS

### Job Description

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**POSITION:** Resource Teacher

**REPORTS TO:** Site Principal

**CLASSIFICATION:** Professional

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**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** 200 days annually, pursuant to WV Code §18A-4-7a; extended employment terms may be established by McDowell County BOE

**COMPENSATION:** Based on WV Code §18A-4-2 State minimum salaries for teachers.

**EVALUATION:** Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

**JOB SUMMARY:** A professional educator who serves under the direct supervision of the building principal. Teachers are responsible for the students assigned to their care. A teacher has the responsibility to help the students develop skills and knowledge consistent with the McDowell County School curriculum and goals.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops lesson plans and instructional material and provides individualized and small group instruction to adapt the curriculum to the needs of each pupil;
- Prepare lessons that reflect a logical sequence of learning objectives and activities that meet the grade level standards, individual needs, interests, and abilities of the students for grades K-5 subjects taught during the resource period;
- Provide quality education for students in the field of technology and computer skills and facilitate the staff in the use of technology to further student learning if class consists of computer skills;
- Translates lesson plans into developmentally appropriate learning experiences;
- Promote a positive attitude and enthusiasm toward education;
- Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences. etc;
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere;

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- Sets and implements standards of classroom management and student behavior;
- Is available to students and parents for education-related purposes outside the instructional day;
- Collects and reviews information about student (cumulative records, diagnostic tests, etc.) and maintains confidentiality of that information;
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student;
- Attend and participate in all required in-service programs;
- Stay current through professional development opportunities;
- Share expertise and knowledge with the staff;
- Demonstrate punctuality and dependability;
- Promote a positive attitude and enthusiasm toward education; and
- Other duties as assigned.

**AS PER WV STATE CODE §126-142-13. CLASSROOM TEACHERS' RESPONSIBILITIES.**

- implements programs of study;
- fosters a classroom climate conducive to learning;
- utilizes instructional management systems models that increase student learning;
- monitors student progress towards mastery of instructional goals and objectives;
- communicates effectively within the educational community, and with parents on a regular basis;
- meets professional responsibilities; and
- effective July 1, 2003, demonstrates competency in the knowledge and implementation of technology standards.

**ORGANIZATIONAL RELATIONSHIPS:**

- Directly responsible to the building principal.
- Works cooperatively with all the school staff.
- Ultimate responsibility to the Superintendent of Schools.

**SUPERVISORY RESPONSIBILITIES:**

Supervises classroom, students, and volunteers. Supervises students in instructional and non-instructional settings in order to assure their health and safety.

**EDUCATION**

- Possesses the minimum of a bachelor's degree

**QUALIFICATION REQUIREMENTS:**

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- Qualifications as outlined in West Virginia Code §18A-4-7a.
- Meet minimum standard for certification as set forth by West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel;
- Working knowledge of Windows Office and educational software programs;
- Ability to learn to use the support in the staff with use of SMART boards and other technology tools;
- Good Evaluations and/or recommendations from professional associates, employers, and/or supervisors;
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

#### **CERTIFICATION REQUIREMENTS:**

Valid WV Teaching Certificate appropriate certification to teach at the elementary school level for grades K-5

#### **MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING AND OTHER SKILLS/ABILITIES:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions; and
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER SKILLS and ABILITIES:**

- Ability to apply knowledge of current research and theory in instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned;
- Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication;
- Ability to perform duties with awareness of all district requirements;
- Maintains professional work habits;
- Maintains an appearance and personal hygiene which are concurrent with the educational process; and
- Cooperates with staff in order to foster a harmonious working atmosphere.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift boxes of books, data projectors, computers and equipment related to computers, and AV/Mobile Computer Lab carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.*

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