

JOB DESCRIPTION
San Diego County Office of Education

RESOURCE TEACHER

Purpose Statement:

Under direct supervision supports curriculum development and selection in all content areas and for all grade levels, co-plan and deliver professional learning workshops on a variety of cross-disciplinary topics, provide coaching and instructional support to classroom teachers and identify and establish innovative teaching and learning practices.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Supervision Received and Exercised:

Receives direct supervision from senior management within the SDCOE programs; this position does not supervise other staff.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Coach and train teachers, including model lessons and provide feedback in the integration of effective, evidence-based instructional strategies, technology, and 21st century competencies to support core curriculum goals.
- Develop curriculum and coordinate the introduction of newly developed services and/or materials to teachers.
- Review curriculum, support professional learning programs, and identify best practices for implementing evidence-based instructional strategies; identify techniques and strategies for use of technology and 21st century competencies by teachers and students.
- Establish and calibrate standards for the implementation of and 21st century competencies for students and instructional staff.
- Participate in the development and implementation of goals, objectives, policy priorities, standards, and procedures related to 21st century competencies.
- Prepare proposals for innovative instructional practices and resources.
- Stay informed of innovative teaching and learning practices through journals, books, and online resources.
- Attend and present at internal and external professional learning conferences.

- Develop evaluation instruments to determine the effectiveness of curriculum materials.
- Provides individualized assistance to teachers in the implementation of new materials and strategies.
- Demonstrate the use of a wide variety of technologies to effectively enhance instruction and in-service teachers.
- Conduct research for special projects and programs.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE:

Knowledge of current trends in educational research and effective, research-based instructional practices;

Concepts of 21st century skills;

State regulations that govern curriculum adoption cycles and the acquisition of standards-based instructional materials;

Common Core Standards;

Curricular practices, research and methodologies;

Instructional strategies used in the enhancement of curricular programs;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Standardized and performance-based assessment practices;

School climate and culture;

Curriculum, goals and objectives;

Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy.

ABILITY:

Use various technology resources (multimedia presentations, digital media, productivity software, online resources, etc.) as instructional tools;

Identify staff development needs and coordinate activities to address those needs;

Communicate effectively both orally and in writing;

Demonstrate proficiency in the use of technology as a teaching tool;

Build relationships and maintain relationships with a diverse team including staff, students and district, community, and university partners;

Maintain consistent, punctual and regular attendance;

Work effectively independently and as part of a team with minimum supervision;

Exercise appropriate judgment in making decisions;

Establish and maintain effective working relationships with those contacted in the course of work;

Develop and meet project timelines and schedules, track progress, implement projects, and evaluate effectiveness.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office/school setting. Incumbents may be required to work evening hours to accommodate training and advisory committee meetings, as well as work throughout San Diego County as assigned. Incumbents must have reliable transportation to and from school and meeting sites.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: A minimum of three (3) years of teaching experience in the Juvenile Court and Community and/or Monarch Schools; experience in providing professional development and/or recent mentoring or teacher support; recent experience in developing and delivering curriculum in an alternative education setting is desirable; and

Education: Bachelor of Science or equivalent degree; completion of Common Core State Standards training; completion of postgraduate coursework is highly desirable; or

Equivalency: A combination of education and experience equivalent to Bachelor of Science or equivalent degree; completion of Common Core State Standards training; completion of postgraduate coursework are highly desirable; and a minimum of three (3) years of teaching experience in the Juvenile Court and Community and/or Monarch Schools; experience in providing professional development and/or recent mentoring or teacher support; recent experience in developing and delivering curriculum in an alternative education setting is desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Multiple Subject or Single Subject teaching credential
Leading Edge Certification (LEC) preferred
Valid California Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Basic Teacher Compensation Plan, Plan 060

Approval Date: 19xx

Approved by: Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: 11/02, 06/14, 03/22