

MIDWESTERN INTERMEDIATE UNIT IV

**TITLE:** Nonpublic School Services      **DATE:** May 21, 2003  
Resource Teacher      **REVISED:** December 19, 2012  
   **REVISED:** August 13, 2014

**REPORTS TO:** Coordinator of Educational      **APPROVED BY:** Board of Directors  
                         Services

**JOB SUMMARY:** Assist in providing the nonpublic student with the support, assessment, coaching, individually tailored learning experience and consultation follow up services he/she needs for improved academic learning, increased student performance and well-being.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Determine the needs of referred students and design appropriate learning activities.
2. Maintain required records, reports, data collection procedures, continuous evaluation and assessment of student progress.
3. Create and maintain a safe and effective learning environment that contributes to the fulfillment of needs, stimulation of learning and student self-concept in the nonpublic school setting.
4. Consult, support, collaborate, and cooperate with the regular nonpublic classroom teachers and the nonpublic administration.
5. Communicate, consult, and conference with parents and attend team meetings.
6. Ensure that all parental and school permissions are obtained before working with students.
7. Devise innovative teaching methods, strategies, techniques and learning materials in an ongoing attempt to extend the possible approaches to increased student performance and well-being.
8. Confer with program director and contribute to efforts for program improvement.
9. Participate in professional development and "best practice" activities.
10. Perform other duties as assigned by the Coordinator of Educational Services.

**QUALIFICATIONS:**

- Bachelor's Degree required
- K-8 Assignment: Special Education PreK-8 and Reading Specialist required
- 9-12 Assignment: Pennsylvania Secondary Mathematics or Reading Specialist certification required
- Submission of pre-employment medical examination (Section 1418 of the Pennsylvania School Code)
- Must have valid driver's license
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994

- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist.
- Ability to use finger to pick, feel and grasp objects
- Some stooping, bending and twisting of the body required
- Ability to lift and/or carry supplies or papers weighing no more than 50 lbs.
- Ability to stand, walk, or move throughout the classroom for extended periods of time

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Modified classroom environments within the school or in small units adjacent to school
- Subject to inside and outside environments
- Travel within the three county area required

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Able to make judgments and work under high level of stress
- Must be open to multiple diverse perspectives

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*