

**2.0. Human Resources**  
**2.B. Position Descriptions**

**RESOURCE TEACHER**

**Policy Reference: EL-1.2**

**Review by Committee on April 25, 2023**

**REPORTS TO: STUDENT SERVICES ADMINISTRATOR**

**SPECIFIC RESPONSIBILITIES:**

As per Roles and Responsibility document below:



**LAKESHORE**  
SCHOOL DIVISION

## Resource Teacher

### Roles and Responsibilities

Daily	Weekly	Monthly	As Required
<ul style="list-style-type: none"> <li>▪ EA supervision and evaluation               <ul style="list-style-type: none"> <li>~ Scheduling of EA hours in classrooms and for duty coverage</li> <li>~ Rescheduling of EA hours when employee absent (obtaining substitute EA if applicable, create and share EA sub plan with hired EA and any other affected staff)</li> <li>~ Signing / verifying of time sheets (2x per month)</li> <li>~ Process request for leave of absence</li> <li>~ Organization of EA PD</li> <li>~ EA meetings</li> <li>~ EA discussions</li> <li>~ Monitor and evaluation of EAs and their required duties</li> </ul> </li> <li>▪ Work directly with scheduled resource groups</li> <li>▪ Work directly with students at unscheduled tasks (scribe, computer</li> </ul>	<ul style="list-style-type: none"> <li>▪ File Management               <ul style="list-style-type: none"> <li>~ Collecting and organizing appropriate materials and assessments</li> <li>~ Storage of files</li> <li>~ Researching and Sharing of Important Information on current diagnosis, conditions and educational issues</li> </ul> </li> <li>▪ Observe and assess students as requested by classroom teachers</li> <li>▪ Conference and refer students to Social Worker</li> <li>▪ Conference and refer students to guidance counselor</li> <li>▪ Adaptations to programming for students (create and document plan, gather materials)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organize and attend student services school meetings (Schedule, plan agenda, schedule teacher coverage)</li> <li>▪ Complete attendance forms for Division Office</li> <li>▪ Organize and attend intake meetings (students who are in foster care) (Schedule, ensure forms are complete, schedule teacher / EA coverage)</li> <li>▪ Organize and attend team meetings for students with Student Specific Plans. (Schedule, plan agenda, schedule teacher / EA coverage)</li> <li>▪ School based and Provincial assessments (Ongoing discussions regarding implementation, data gathering and sharing and appropriate follow up with teachers and admin.)</li> <li>▪ Development of Student Specific Plans               <ul style="list-style-type: none"> <li>~ Assessment of needs</li> <li>~ Determining goals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Hiring of EAs               <ul style="list-style-type: none"> <li>~ Organization of advertisements</li> <li>~ Reviewing of applicants</li> <li>~ Schedule / attend / facilitate interviews</li> <li>~ Follow up conversations and paperwork for hiring</li> <li>~ Scheduling of orientation of new EA</li> <li>~ Training of EA</li> </ul> </li> <li>▪ Attend Divisional Resource Teachers meetings as scheduled</li> <li>▪ Collaboration with classroom teacher on reporting processes and content</li> <li>▪ Creation and completion of report cards for alternative programming</li> </ul>

<p>assignments, test completion, quiet time, behavioral concerns)</p> <ul style="list-style-type: none"> <li>▪ Creation of Alternative programming (life skills, out of class programming, work experience, alternative placements, cultural awareness programming) <ul style="list-style-type: none"> <li>~ Create and document plan</li> <li>~ Gather materials and arrange for space</li> <li>~ Scheduling of teacher time and EA time to support the programming</li> <li>~ Supervise the program if run by EAs</li> <li>~ Evaluate the program and address needs as determined</li> <li>~ Maintaining a budget for specific programming (may include fundraising for specific projects)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Modifications to programming for students (create and document plan, gather materials, ensure parental approval)</li> <li>▪ Communicate with teachers who have students with Student Specific Plans re: attendance / programming needs, <ul style="list-style-type: none"> <li>~ Communicate concerns with students</li> <li>~ Communicate concerns with EAs</li> <li>~ Communicate concerns with parents</li> <li>~ Adjust programming and scheduling as determined by needs</li> </ul> </li> <li>▪ Follow up with Clinicians (Psychologist, SLP, Divisional Social Worker, OT/PT, audiologist, Lakeshore School Consultants, CFS social workers and support workers, Children's special services workers, Department Vision consultant, Department Hearing Consultant)</li> </ul>	<ul style="list-style-type: none"> <li>~ Providing materials</li> <li>~ On going assessment and plan adjustment</li> <li>~ Communication with EAs, teachers, administration, student services support workers in school, parents and guardians (appropriate agencies and the worker responsible for the student)</li> <li>▪ Transition planning within each school (yearly, semester, quarterly) <ul style="list-style-type: none"> <li>~ Schedule and plan for team meetings</li> <li>~ Develop / share a profile for each student (assessments)</li> <li>~ Ensure correct documents are sent / received as appropriate</li> </ul> </li> </ul> <p>Transition new students to the school</p> <ul style="list-style-type: none"> <li>~ Request file (obtain parent signature)</li> <li>~ Review files if available (may include telephone conversations with previous school)</li> <li>~ Complete assessments and share info with teachers</li> </ul> <ul style="list-style-type: none"> <li>▪ Plan and Schedule course selections with students with additional needs (quarter system changes, semester changes, reentry plans)</li> <li>▪ Purchase and Maintaining specialized materials</li> </ul>	
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First Term	Second Term	Third Term
<ul style="list-style-type: none"> <li>▪ Hearing Screening <ul style="list-style-type: none"> <li>~ Plan and schedule (recruit volunteers, coordinate schedules)</li> <li>~ Follow up with parents and audiologist</li> </ul> </li>   <li>▪ Applications for OT / PT <ul style="list-style-type: none"> <li>~ Conference with OT / PT</li> <li>~ Ensure follow up is completed for OT / PT (including EA training/ scheduling/ parental communication/ follow up on programming for students)</li> </ul> </li>   <li>▪ Applications for SLP <ul style="list-style-type: none"> <li>~ Pre conference with SLP</li> <li>~ Complete application form, contact parent and guardian and obtain required parent and guardian interview form and signature)</li> <li>~ Meet with SLP as required</li> <li>~ Ensure follow up is completed for SLP (including EA training/ scheduling/ parental communication/ follow up on programming for students)</li> </ul> </li>   <li>▪ Applications for Psych Assessments <ul style="list-style-type: none"> <li>~ Conference with Psychologist</li> <li>~ Complete application forms (teacher, parents)</li> <li>~ Ensure follow up is completed for Psychologist</li> </ul> </li>   <li>▪ Applications / Referrals for outside agencies (Children’s Special Services, Children’s Rehab, Addictions worker, Mental Health worker)</li>   <li>▪ Class reviews</li> </ul>	<ul style="list-style-type: none"> <li>▪ PD initiative <ul style="list-style-type: none"> <li>~ For Resource Teachers</li> <li>~ For EAs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordination of Kindergarten registration with classroom teacher <ul style="list-style-type: none"> <li>~ Liaison with incoming pre - school programs (within division, outside division)</li> <li>~ Schedule and plan for Kindergarten Registration day</li> <li>~ Develop a profile for each student (assessments)</li> <li>~ Ensure correct documents are received as appropriate</li> </ul> </li>   <li>▪ Plan for Transition of High School students to adulthood <ul style="list-style-type: none"> <li>~ Work with outside agencies to determine needs</li> <li>~ Work with parents to develop a plan</li> <li>~ Document assessments yearly to develop plan / complete documents as required</li> <li>~ Schedule and plan agenda for team meetings</li> </ul> </li>   <li>▪ Organize / attend / facilitate case conferences (Schedule, ensure all stakeholders are invited, plan agenda, schedule teacher / EA coverage)</li> </ul>

