

NORTH KITSAP SCHOOL DISTRICT

JOB DESCRIPTION

Special Education ~ Resource Room Instructor

Purpose of the Job:

A Resource Room Instructor's primary focus is to provide educational services to students with mild/moderate disabilities in all 12 eligibility categories under IDEA. Students may be served in pull-out and/or inclusion settings, depending on the individual needs. Students with significant needs in area of cognitive delay, multiple disabilities, and/or physical needs may be served in a full day setting with inclusion as appropriate.

Essential Job Functions:

1. Assess needs of students, using appropriate diagnostic measures.
2. Write legally compliant individual education program (IEP) plans.
3. Computer skills for supporting learning and writing IEPs.
4. Use instructional programs that provide appropriate instruction to children with disabilities.
5. Measure progress of students toward set objectives and communicate this progress.
6. Use task analysis and break down the tasks into instructional steps.
7. Motivate students.
8. Assist students in changing non-academic behaviors which interfere with school performance.
9. Train and supervise aides and student teachers.
10. Consult with regular classroom teachers, staff, and parents about needs and services for the student with disabilities.
11. Work cooperatively as a team member; work with parents and representatives of outside agencies in an appropriate manner to support student learning.
12. Maintain legal compliance in all aspects: writing IEPs, delivery of services, reporting progress, managing discipline, etc.
13. Work with and implement supporting strategies with related services personnel such as speech language pathologists, and occupational therapist.
14. For students in more self-contained settings with significant needs: follow all procedures to maintain health and safety.
15. Other duties as assigned.

Qualifications:

Education & Experience:

1. Training and experience in working with students with disabilities.

Knowledge, Skills & Abilities:

1. Range of appropriate instructional strategies to meet the needs of students with disabilities.
2. Strong knowledge base (training, experience) in area of reading disabilities.
3. Knowledge to assist classroom teacher with modifications, accommodations, diversified instruction strategies.
4. Social Skills training.
5. Behavior intervention skills.
6. Appropriate classroom management skills.
7. Strong oral and written communication skills.
8. CPI and/or autism experience is a plus

Licenses, Certificates & Special Requirements

1. Hold valid Washington State Teaching Credential with certification in Special Education.

Reporting Relationship:

Reports directly to the building administrator and the Director of Special Services.

Conditions of work:

Union Affiliation:

NKEA

FLSA Status:

exempt

Salary

NKEA Salary Schedule

Job #

NKEA-72

Job History:

Revised: 10-17-02; 8/13/03; 4/20/05

Immediate Supervisor

Date

Director of Human Resources Date