

**SCHOOL DISTRICT OF INDIAN RIVER COUNTY**  
**RESOURCE TEACHER, ALTERNATIVE EDUCATION**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Valid Florida certification in an appropriate area.
- (3) Five (5) years successful experience in education.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal and state laws, State Board of Education rules, and School board policies applicable to assigned responsibilities. Ability to communicate effectively orally and in writing. Ability to use technology to support assigned duties. Ability to work cooperatively with others. Ability to multi-task.

**REPORTS TO:**

Principal

**JOB GOAL**

To provide assistance to students, teachers and administrators in a designated function or service area.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \*(1) Participate in the planning, implementation, and evaluation of assigned program or service area.
- \*(2) Manage the tasks specific to the assignment as provided by immediate supervisor.
- \*(3) Coordinate assigned programs or service areas and ensure compliance with federal, state, and district requirements.
- \*(4) Develop guides and other support materials needed by assigned programs or service area.
- \*(5) Provide oversight to ensure successful implementation of activities.
- \*(6) Demonstrate initiative in the performance of assigned responsibilities.

**Inter/Intra-Agency Communication and Delivery**

- \*(7) Serve as liaison to outside agencies related to assigned programs or services.
- \*(8) Exercise a service orientation when working with others.
- \*(9) Respond to inquiries and concerns in a timely manner.
- \*(10) Keep supervisor informed of potential problems or unusual events.
- \*(11) Serve on district committees as assigned or appropriate.
- \*(12) Use effective, positive interpersonal communication skills.
- \*(13) Work closely with district and school staffs to support school improvement initiatives and processes.

**RESOURCE TEACHER, ALTERNATIVE EDUCATION (Continued)****Professional Growth and Improvement**

- \*(14) Maintain expertise in assigned areas to fulfill position goals and objectives.
- \*(15) Facilitate the development and implementation of staff development activities for staff members.
- \*(16) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \*(17) Participate in cross-training activities as required.

**Systemic Functions**

- \*(18) Recommend improvements for policies or procedures related to assignment.
- \*(19) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(20) Follow federal and state laws, as well as School Board policies.
- \*(21) Represent the district in a positive and professional manner.
- \*(22) Demonstrate support for the school district and its goals and priorities.
- \*(23) Ensure adherence to good safety standards.

**Leadership and Strategic Orientation**

- \*(24) Participate in cooperative long-range planning with departments and schools.
- \*(25) Assist in implementing the district's goals and strategic commitment.
- \*(26) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(27) Set high standards and expectations and promote professional growth for self and others.
- \*(28) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(29) Maintain confidentiality regarding school/workplace matters.
- \*(30) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

Job Description Supplement 10

**TERMS OF EMPLOYMENT:**

Instructional	Pay Grade	196 days worked per year (10 months)
FLSA Exempt		

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.