

HUNTINGTON BEACH CITY ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: DISTRICT RESOURCE TEACHER

BASIC FUNCTION:

Under the direction of the Director, Personnel/Educational Services, serve as Helping Teacher to assist classroom teachers in improving instruction.

REPRESENTATIVE DUTIES:

Attend conferences and workshops to maintain current knowledge of technical skills and methods. *E3*

Provide for the instruction of classroom teachers in the areas of management skills, lesson planning and organizational strategies. *E2*

Arrange and schedule substitute teachers to permit classroom teachers to visit other classrooms and in-services. *E3*

Prepare records and reports; report dates and times spent with teachers. *E1*

Provide current professional articles and necessary teaching materials for successful performance in teaching. *E1*

Conduct staff development sessions related to curriculum. *E1*

Serve on District screening committees to select teachers and administrators for vacant positions as needed.

Assist in the planning of lessons for individual teachers; model proper methods of teaching and PDP; observe and critique teachers; utilize video tapes for conferences and maintain confidentiality.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.

- Basic research methods.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Ability To:

- Make generalizations, evaluations or decisions without immediate supervision.
- Maintain current knowledge of technological advances in the field.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Understand and work within scope of authority.
- Work independently with little direction.
- Meet schedules and time lines,
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and appropriate graduate units for specific area.

LICENSES AND OTHER REQUIREMENTS:

Valid California teaching credential authorizing services in assigned grade level.

WORKING CONDITIONS:

Environment:

Office environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations in staff development sessions.
- Sitting or standing for extended periods of time.
- Seeing to read and prepare records and reports.

6/1994