

PACELLI CATHOLIC SCHOOLS
Job Description

LEARNING RESOURCE TEACHER
Kindergarten through Grade 8

The Learning Resource Teacher is responsible for the academic portion of student education. Academics include, but are not limited to, communication, grades, accommodations, academic programs, assessments, schedules and research.

COMMUNICATION

The LR teacher will be a liaison and advocate for student needs. The individual will remain in contact with students, teachers, principals, school counselors, and any public school representative (psychologists/LD teachers/speech and language teachers and occupational therapists).

GRADES

The LR teacher will remain apprised of student grades, or late and missing work through the use of Skyward, or by teacher contact. The individual will address issues and work with students and teachers to improve affected grades.

ACCOMMODATIONS

The LR teacher, along with the school counselor and principal, will determine student needs with the assistance of medical diagnoses, public school intelligence evaluations, standardized tests, psychological/neurological evaluations, parent concerns or teacher recommendations. The individual will record and track interventions/accommodations, share with teachers and parents, as well as, file the Individual Service Plans (ISP's) in the student confidential file.

PROGRAMS

The LR teacher will oversee academic programs directly connected to learning resources, such as MASH (Meaningful After school Study Hall), Study Skills, Guided Study Hall, Recess Study Hall, Literacy Lab, or Individual Reading/Math Lessons. The individual will work directly with students as well as supervise LR aides and volunteer tutors who also work with students.

ASSESSMENTS

The LR teacher will be responsible for all assessments. Current tests include Iowa Test of Basic Skills, WKCE, easyCBM, and Moby Max. At the middle school, the LR teacher is the testing coordinator who will schedule, distribute, collect, evaluate and share the results of appropriate assessments and standardized testing needed throughout the school year. At the elementary level, the LR teacher will oversee the assessments and help staff analyze and use the data.

SCHEDULES

The LR teacher must be familiar with student and teacher schedules or lessons, in order to assess and adapt student schedules as needed. This knowledge is also used to create testing schedules, individual reading/math lessons, volunteer/tutor time, or speech/language lessons.

RESEARCH

The LR teacher will research topics relating to educational disabilities, acquire materials to benefit the program, and provide necessary knowledge and supplies to assist teachers within the classroom, or within the learning resource program. Presentations for staff education may be necessary during faculty meetings or in-services.

Principal Signature

Date

Learning Resource Teacher Signature

Date