

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/94 Effective Date	<u>CHAPTER 1 ELEMENTARY</u> <u>MATHEMATICS RESOURCE TEACHER</u> Job Title	1.4.9.2A Index
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1. Primary Function: Serves as a resource teacher to classroom teachers and instructs students in the knowledge, concepts, meaning, structure and application of mathematics commensurate with their learning level and learning rate.

2. Responsible to: Building Principal and Chapter 1 Coordinator.

3. Assigned Responsibilities:
 - 3.01 Provides leadership in Chapter 1 math program development and coordination.
 - 3.02 Assists in defining staff development objectives through teacher consultation, assessment, math instruction and classroom visitations for elementary staff.
 - 3.03 Identifies appropriate supplementary and alternative materials and resources for teachers.
 - 3.04 Assists staff in designing effective instructional strategies for use with students.
 - 3.05 Assists in collecting, organizing and analyzing data used in program evaluation.
 - 3.06 Looks for and develops applications of mathematical operations and procedures in everyday life.
 - 3.07 Conducts interesting and well-paced lessons for teachers and students using a variety of instructional techniques, strategies and materials.
 - 3.08 Matches activities and materials to individual and group skills and needs.
 - 3.09 Identifies, diagnoses and prescribes instruction for individual or group activities in mathematics.
 - 3.10 Assists classroom teachers with the Chapter 1 student screening and evaluation.
 - 3.11 Screens, tests and diagnoses the mathematics abilities of Chapter 1 eligible students.
 - 3.12 Establishes priority lists of students eligible for Chapter 1 instruction.
 - 3.13 Determines, on the basis of priority, which students will receive instruction in Chapter 1.
 - 3.14 Develops schedule of Chapter 1 instruction for Chapter 1 students in cooperation with classroom teachers.
 - 3.15 Implements a workable system of communication between classroom teachers and Chapter 1 staff to coordinate and maximize the instructional program in mathematics for Chapter 1 children.
 - 3.16 Participates in staffings as requested for students receiving instruction in the Chapter 1 instructional program.
 - 3.17 Documents student progress and attainment.
 - 3.18 Selects instructional supplies and equipment for purchase.
 - 3.19 Participates in Chapter 1 staff development activities.
 - 3.20 Provides for parent participation in the Chapter 1 instructional program at each school.

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4. Minimum Qualifications:

- 4.01 Oregon Teaching License valid for assignment.
 - 4.01.01 Elementary license issued on or before January 14, 1987, or K-12 mathematics license.
- 4.02 Graduate level preparation in mathematics and developmentally appropriate practices.
- 4.03 Previous experience (certified, classified, or nonpaid) teaching mathematics to underachieving students.

Additional Qualifications:

- 4.04 Experience/course work in visual manipulative mathematics.
- 4.05 Demonstrated ability to organize people, materials, and time.

5. Minimum Term of Employment: Teacher Contract.

6. Salary Level: Placement on Teacher Salary Schedule.

7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date: _____