

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/98  Effective Date	<u>TEACHER, INTERVENTION RESOURCE CENTER (ELEMENTARY)</u>  Job Title	1.6.4A  Index
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1. Primary Function: Serves as instructional and behavior management resource person to classroom teachers and students, grades K-5, providing direct instruction and behavior management on individual programming model to children who have been approved for placement. Provides follow-up to students returning to their neighborhood classrooms.
  
2. Responsible to: Building Principal.
  
3. Assigned Responsibilities:
  - 3.01 Attends referral and parent staffings, and makes placement and instructional recommendations.
  - 3.02 Administers pretests and/or baseline assessments to students approved for placement.
  - 3.03 Writes or designates instructional objectives for each student, and writes or selects prescriptive programs for each student consistent with the objectives and with the needs established in the original referral.
  - 3.04 Provides individual and group instruction to meet each student's objectives, maintaining correct criteria on observational data, including cues, consequences, and data collection.
  - 3.05 Maintains daily continuous records on all instructional and behavior programs administered.
  - 3.06 Supervises independent seatwork or free-time activities of students, providing appropriate feedback.
  - 3.07 Conducts systematic probes or review of skills mastered by students.
  - 3.08 Sends student progress reports to classroom teachers and parents.
  - 3.09 Presents Intervention Resource Room program and philosophy to building staff, students, and parents.
  - 3.10 Supervises classroom instructional aide as specified on aide observation form, and supervises and evaluates classroom volunteers.
  - 3.11 Follows specified standards, policies, and procedures of the building and District.

Additional Responsibilities:

  - 3.12
  - 3.13
  - 3.14
  
4. Minimum Qualifications:
  - 4.01 License: Oregon Teaching License with Handicapped Learner Endorsement.
  - 4.02 Demonstrated ability to:
    - 4.02.01 Use interpersonal skills to consult with parents, aides, volunteers, and classroom teachers on individual programming needs of students.
    - 4.02.02 Use appropriate individual programming and behavior management methods.
    - 4.02.03 Use daily data collection procedures on student progress.

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Effective Date	Job Title	Index

Additional Qualifications:

4.03

4.04

4.05

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 School Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_  
(supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(staff member)

Date \_\_\_\_\_