



Job Description

Type: Certificated

Status: Active

Curriculum Resource Teacher

Reports To: Principal

Evaluates: N/A

Supervises: Instructional Aides, Volunteers

Job Goal

To plan, develop, and coordinate effective programs of the Curriculum Resource Center to compliment the elementary curriculum and educational objectives of the District, school, and community.

Essential Job Functions • Required Knowledge and Abilities

Plan, communicate and carry out effective instruction to maximize learning for all students based on the California Content Standards; engage and support all students in learning by using a variety of instructional strategies and resources to respond to students' diverse needs and by engaging students in problem solving and critical thinking skills; create and maintain an effective environment for learning that engages all students in purposeful learning activities and encourages constructive interactions among students. Establish and maintain standards for student behavior, managing routines, transitions, and instructional time effectively; assist classroom teachers in utilizing the District core curriculum and making it accessible to all students; plan and conduct activities to implement District and school educational goals; select and order instructional materials to meet the educational objectives of the school; inventory, store, and distribute educational materials; assist staff with securing materials on loan from the County Office of Education; supervise and assist students in locating and using all types of instructional materials, audiovisual equipment, computers, and other reference tools; assist students with individual research and projects in the Curriculum Resource Center; coordinate the GATE program and other programs designed to differentiate instruction; coordinate the state testing system and the multiple assessment system; collaborate with classroom teachers and other staff; exhibit communication skills, both orally and in writing; exhibit interpersonal skills, with students and adults; possess and utilize strong organizational skills; plan, organize, and schedule work responsibilities; develop as a professional educator by reflecting on the teaching practice, planning professional development, and pursuing opportunities to grow professionally; perform all other obligations mandated by laws or Board policy, and other reasonable and appropriate tasks assigned by the Administration; Possess knowledge of library and reference skills and the ability to use and operate a variety of multimedia technology.

KNOWLEDGE OF: Appropriate subject matter curriculum and curriculum resources; current developments in the fields of child development, health and safety practices (CPR, First Aid, etc.); Current state and local assessment procedures; CDC and District policies; audiovisual equipment.

ABILITY TO: Relate well to pupils, parents, other teachers, and school administrators; show mature judgment; provide an educational program for students; assist where required in other school programs; maintain classroom control; preserve suitable learning conditions; analyze various group and individual student assessment data (both formative and summative) to evaluate student progress; modify instruction in response to evaluation of formative and summative achievement data; be sensitive to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds; treat each child with dignity and respect.

Minimum Qualifications

Valid California Multiple Subject Teaching Credential -CLAD or BCLAD; School library credential desirable; experience with multimedia/technology; experience working with students in small group setting; experience working with gifted students; ability to read, write, speak and understand the English language

Terms of Employment

185 day work year; Current DMV Clean Driving Record Report
Criminal Justice Department Fingerprint Clearance; Pre-employment physical

Working Conditions

ENVIRONMENT School site and classroom environments

PHYSICAL ABILITIES Lift and carry items up to 25 lbs.; hearing and speaking to exchange information; seeing in order to monitor and supervise students; bending at the waist, kneeling, crouching, or reaching to assist students and to retrieve & store materials; walking and standing for extended periods of time to provide instruction; sitting in order to work at desks or tables; use of hands and fingers to utilize technological equipment

Exposure to climatic elements and intermittent noise; frequent interruptions
Potential for contact with blood-borne pathogens and communicable diseases

HAZARDS