



# ST. BERNARD SCHOOL

251 East Bridge Street • Breaux Bridge, LA 70517-5027

Office: 337-332-5350 • Fax: 337-332-5894

## **JOB DESCRIPTION AND QUALIFICATIONS**

***Job Title:*** Resource Teacher

***Summary:*** The full-time Resource Teacher plays a vital role in curating and delivering specialized instruction for students with learning disabilities and other special needs. This individual will provide direct academic support, offer assistance to classroom teachers, and help ensure that all students are meeting their educational goals. As a key member of the educational team, the Resource Teacher will also collaborate with staff, parents, and the community to create an inclusive and effective learning environment. The position requires active participation in staff meetings, professional development, and other school-related activities. The Resource Teacher is an exempt position.

***Supervisor:*** Principal and Assistant Principal

***Supervision Given:*** Students

### ***General Responsibilities:***

1. Demonstrate a commitment to the mission and goals of Catholic Education.
2. Meet and instruct students in designated locations and times, ensuring individualized instruction as needed.
3. Implement the school's philosophy of education, along with instructional goals and objectives.
4. Take proactive measures to safeguard students, equipment, materials, and facilities.
5. Maintain accurate records as required, ensuring compliance with all district and legal documentation standards.
6. Assist in the selection of instructional materials and resources that meet the needs of students.
7. Collaborate in planning instructional goals, policies, and methods with school leadership and fellow teachers.
8. Actively participate as a member of the Pupil Appraisal Team and other school-based teams.
9. Foster open lines of communication with students, parents, other school personnel, and the broader community.
10. Attend staff meetings, contribute to committees, and engage in co-curricular activities as needed.
11. Uphold and enforce school policies, regulations, and rules consistently.
12. Document required services, ensuring compliance with all applicable laws.
13. Perform other duties as assigned by the principal.

### ***Instructional Responsibilities:***

1. Provide targeted remedial services to students with language impairments and learning disabilities, especially in mathematics and reading.
2. Offer one-on-one intervention for students requiring additional instruction in reading, math, and other areas as appropriate. Assign and monitor homework.
3. Implement research-based strategies for teaching science and mathematics to students in need of remedial support.
4. Work with students individually to address gaps in reading and math skills, incorporating district-approved curriculum objectives.

5. Help in the development and implementation of Behavior Management Plans and individualized modifications as needed.
6. Utilize evidence-based behavioral strategies to enhance the learning experience for students with ADHD and other behavioral disorders.
7. Use data to guide instruction, adapt teaching methods, and contribute to Individualized Service Plan (ISP) development.
8. Demonstrate a thorough understanding of the characteristics and needs of students with disabilities, including varying levels of severity.
9. Maintain a well-organized system for record-keeping, lesson planning, and tracking student progress toward ISP goals.
10. Create challenging lessons and assignments that address students' different learning styles.
11. Provide Tier II and Tier III intervention services as needed.

*The above list reflects the general details considered necessary to describe the primary functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job, or assigned by supervisory personnel.*

***Qualifications:***

1. Practicing Catholic in good standing with the Church.
2. A minimum of a Bachelor's degree in special education, elementary education, psychology, or a related field from an accredited university.
3. A valid and current special education license, preferably from the State of Louisiana.
4. Experience in special education and classroom instruction is preferred.
5. Strong organizational and communication skills.
6. Ability to work collaboratively with colleagues, parents, and students.
7. Familiarity with educational technology, including Google Platforms and Microsoft Office, and a willingness to learn school-specific software.

***Working Conditions, Physical Requirements, and Environment:***

1. Proficiency in current technology, including Google Platforms, Microsoft Office, and other programs used by the school.
2. Ability to stand and be active for extended periods (at least 5 hours).
3. Physical ability to bend, stoop, and move as needed in a classroom setting.
4. Capability to monitor outdoor activities and manage a safe, positive learning environment.
5. Ability to lift and move heavy objects (e.g., classroom materials, equipment).

Initial \_\_\_\_\_  
Date \_\_\_\_\_