



SOUTHEAST COLLEGE

JOB DESCRIPTION

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|-----------------------|-------------------------------------|
| <i>School</i> | <input checked="" type="checkbox"/> |
| <i>Administrative</i> | <input type="checkbox"/> |
| <i>Lodge</i> | <input type="checkbox"/> |

Title: Resource Teacher/Student Services

Incumbent: _____

Department: School

Date: August 2014

JUSTIFICATION

*(Describe briefly the reason for this position's existence. Say **why** this position is part of the organization.)*

- < The primary duty of the Resource Teacher/Student Services is to assist with the implementation of appropriate instructional programs and follow the school's educational philosophy to ensure that a student finds success in their studies.
- < This person is chosen to provide support/training and coaching to students /teachers and educational assistants.
- < To provide monthly reports as follows:
 - Individualized student planning review
 - Teacher reports
 - Administration reports-General overview of progress/adaptations
 - Update student files

APPROVAL

Employee

Date

Director/Principal

Date

Director of Operations

Date

MAIN RESPONSIBILITIES

(List and describe, in order of importance, the main functions or responsibilities of the position and its expected results.

1. Planning:
 - a. Assisting with the implementation of programs and follow up insuring consistency with the school's educational philosophy.
 - b. Continuing professional growth through participation in defined professional growth opportunities.
 - c. Working with staff for the purpose of planning and developing appropriate instruction.
 - d. Facilitating and/or attending related meetings.
2. Providing Support:
 - a. Providing training/coaching to other teachers and educational assistants.
 - b. Assisting with the selection and production of instructional materials and appropriate supplementary supplies.
 - c. Modeling appropriate classroom strategies.
 - d. Working with groups of students.
3. Communicating:
 - a. Communicating/Coordinating the educational efforts of the Educational Assistants.
 - b. Demonstrating effective communication skills.
 - c. Modeling appropriate communication skills and tools matched to the needs of various audiences and purposes.
 - d. Creating and providing timelines, calendars and schedules to meet needs of students.
4. Reporting:
 - a. Completing appropriate reports to administration and Ad Hoc as required.
 - b. Providing an analysis of students performance data on a monthly basis.
 - c. Providing an analysis of program effectiveness with recommendations of required changes
5. Career Guidance Post-Secondary:
 - a. Student Career Path Planning
 - b. Assist grade 12 students with completion of post- secondary applications and sponsorship forms.
6. Student Services:
 - a. Assist Student Services with scheduling
 - b. Transcripts
 - c. Scheduling and timetable changes
 - d. Registering of Wupuskwu students as required, act as liaison
7. Other Responsibilities:
 - a. As assigned by his/her Director/Principal or Administration

PROFESSIONAL RELATIONSHIPS

(Describe situations or areas in which the incumbent must consult and/or collaborate with other people inside or outside the company. Note any committees of which he/she is a member.)

- Liaison with Post-Secondary institutions
- Liaison with SESS student services as required and other educational authorities
- Southeast Teachers ,Administration, Lodge Manager , and Counselling staff
- Liaison with Wupuskwu administrators
- Ensure full support/co-ordination of activities with SERDC

MAIN CHALLENGE OF THIS POSITION

(Describe the main challenge the incumbent faces that makes objectives difficult to achieve.)

- To support Special Education students and those students who require additional resources to be successful in their studies while at Southeast Collegiate while making constant adjustments to their learning objectives and to their individualized plans that may change during their semester’s activities.
- To work hand in hand with Teachers and Educational Assistants to ensure those students needs are being met while still allowing the student to take ownership of his/her studies.

WORKING CONDITIONS

(Describe any hazardous or unpleasant conditions inherent in this position. They could be related to the physical or psychological environment, or to the physical or sensory effort required in the job.)

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|----------------------|---------------------------|
| Physical Effort | Normal office environment |
| Physical Environment | Normal office environment |
| Sensory Attention | Normal office environment |
| Mental Stress | Normal office environment |

QUALIFICATIONS (for information only)

(Indicate education, specialized training and special abilities required for this position.)

- Valid Teaching Certificate
- Minimum of 3 years successful teaching experience
- Experience with aboriginal youth and youth programming
- Specialized training related to the position
- Excellent computer skills
- Good interpersonal skills
- Excellent and Effective communication skills