



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE “B” JOB DESCRIPTION: ELEMENTARY RESOURCE PERSON**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification.
2. Is a member of the faculty of the Holmdel Township Public Schools.
3. Has a minimum of five years’ successful teaching experience.
4. Demonstrates organizational abilities, communications skills, leadership qualities and skills in interpersonal relations.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Curriculum and Instruction

**JOB GOAL:** To provide instructional expertise and support to elementary teachers (K-6) of a particular subject area by doing model lessons, working on an individual and/or group basis with teachers to plan and improve instruction, coaching, working on curriculum, providing staff training and promoting high quality instruction in the subject area.

### **PERFORMANCE RESPONSIBILITIES:**

#### **1. Instruction**

Provides student instruction in accordance with the job description of “Teacher” for .6 of the school day in one or more buildings of the district.

#### **2. Instructional Leadership**

- a. Serves as an instructional resource person to teachers and to others in the district concerning the specified subject area.

- b. Conducts lessons in his/her own classroom and/or in the classrooms of other faculty members to serve as models of effective teaching strategies for staff.
- c. Serves as a “team teacher” or “coach” when appropriate to initiate a new instructional material or technique or to enhance instruction.
- d. Meets on a regular basis with subject area teachers to promote articulation among members of the group and to facilitate the efforts of the group to enhance the instructional program.
- e. Works with teachers to review new instructional materials in accordance with district guidelines.
- f. Designs, either independently or with colleagues, instructional activities and materials to be included in curriculum documents.
- g. Secures and makes available to teachers reference materials, research, sample textbooks and curriculum documents, and other resources which will enhance the efforts of the department.
- h. Serves as a resource for classroom teachers in dealing with students who are gifted in the subject area and in need of enrichment opportunities.
- i. Serves as a resource for classroom teachers in dealing with students having special needs in the subject area (eg., Basic Skills, Special Education, ESL).

**3. Professional Development**

- a. Participates as appropriate in continuous study and research, and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
- b. Supports district and building-level staff development efforts by contributing suggestions, conducting relevant experiences and compiling feedback about the experiences in accordance with district guidelines.
- c. Seeks out information about appropriate professional development opportunities and shares this information with district instructional personnel; facilitates the participation of teachers in the professional development experiences in accordance with district guidelines and budget allocations.

**4. School and Community Relations**

- a. Strives to promote cooperative relations and communications within the school and between the school and community.

- b. Promotes on-going communications among the staff about the subject area.
- c. Cooperates and shares professionally with members of the staff and administration.
- d. Provides a weekly summary of activities to the Director of Curriculum in accordance with established guidelines.

**5. Other Assigned Duties**

Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Curriculum, excluding evaluation of personnel.

**TERMS OF EMPLOYMENT:** Salary and stipend will be established within the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the Board's policy for the Evaluation of Professional Staff and the contractual agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Board Meeting  
**DATE:** March 27, 1996  
**REVISED:** February 25, 1998