



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Teacher Resource Specialist for Instruction and Intervention
Department: Curriculum and Instruction
Reports To: Chief Academic Officer
Salary Guide: WWPEA; 10 Month Contract
Prepared Date: June 29, 2023

Position Summary: Provides support for professional development to teachers in the form of model lessons, workshops, team-teaching, informal observation and other supports that will enable teachers to grow as instructors. Provides targeted support to students in the form of interventions.

Qualifications: Possession of a valid New Jersey instructional certificate with extensive knowledge of language arts, math, science, and social studies, resources, and state- of- the- art practice, including cross-curricular integration. Successful teaching experience or equivalent experience required. Experience working with peers collaboratively in regard to professional development.

Essential Duties: The Teacher Resource Specialist for Instruction and Intervention has the duties and responsibilities, commonly associated with this position, which are performed directly or through the proper delegation of authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Teaches demonstration lessons in the classroom; including, planning the lessons together and debriefing with the teacher following the lesson.
- Actively works to support the consistent implementation of district curriculum.
- Actively works to support the implementation of literacy instruction in all curricular areas.
- Provides professional development workshops.

- Meets with teachers on a one-to-one basis to consult on questions related to curriculum, instruction, assessment and materials.
- Informal mentoring of new staff; provides guidance and acclimates new staff to the district curriculum.
- Team-teaches with instructional staff in their classrooms.
- Informally observes teachers during instruction and provides strategies for growth.
- Provides teachers and administrators with information related to professional development opportunities.
- Presents teachers and administrators with information regarding new materials for instruction.
- Assists in arranging for professional development opportunities for teachers and administrators.
- Actively participates in state and national professional organizations to keep abreast of federal and state initiatives, programs, and standards.
- Works in coordination with other Teacher Resource Specialists and Interventionists.
- Ensure appropriate programming for identified students.
- Ability to collect data and monitor progress of student growth.
- Ability to differentiate to meet the individual learning needs of students and teachers.
- Train staff in the administration and interpretation of assessment data to determine adequate progress; support in determination of those in need of supplemental or intensive intervention.
- Become familiar with the administration and interpretation of in-depth diagnostic measures or additional assessments commonly used in school.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, and Genesis Employee Portal.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to travel hallways, visit multiple classrooms and support the district approved design of resources.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to work in multiple locations and environments. May travel between schools and support multiple locations.

TERMS OF EMPLOYMENT

10 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender

expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

BOARD APPROVAL DATE: 7/25/2023

CERTIFIED BY: Cef Comella
Assistant Superintendent for Personnel