

**Valparaiso Community Schools
Valparaiso High School
Resource Coordinator- Internal Posting**

Job description

Position Title: Resource Teacher, High School

Reports to: Building Principal

Work days: 186 days

Salary: As Indicated Per Teacher Contract

Job goal: To coordinate programming to provide students with the tools and mental, emotional and academic support needed for continued success through the development of teacher-student and peer-to-peer relationships, individual goal-setting, college and career exploration, and service-learning opportunities, while promoting student self-efficacy and empowerment.

Minimum education and/or skills required:

- Secondary teacher's license
- A minimum of 3 years of teaching experience preferred
- Training in district initiatives
- Strong written and oral communication skills, communicating effectively with individuals
- Ability to lead a team, navigate potential challenges, and monitor progress
- Keeps confidentiality in all matters related to student and personnel information
- Willing to learn and implement technology, including LMS and SMS
- Completes work in a timely manner to meet deadlines
- Ability to multi-task, highly organized
- Individualize instruction and promote student collaboration
- Maintains appropriate and positive teacher-student relationships
- Presents curriculum in positive, engaging manner
- Enhances curriculum with available resources
- Effective interpersonal skills and flexibility in meeting new and/or changing conditions.
- Able to work well both independently and with a team
- Maintains effective classroom management

Job duties may include but are not limited to:

- Initiate and maintain community contacts
- Generate and distribute detailed instructional plans and materials on a weekly basis for use in the resource period
- Develop service learning opportunities for students and coordinate plans with resource teachers, community members, and other staff as needed
- Develop and maintain a database of resources for topics related to college and career
- Collaborate with resource teachers, guidance counselors, administration, teaming teachers, and other stakeholders

- Organize and facilitate meetings with students, parents, guidance, and other stakeholders
- Monitor progress of resource class and collect feedback and data
- Assist in professional development of staff in areas related to resource course curriculum
- Support district culture and climate initiatives
- Collaborate with appropriate personnel to place and support resource tutors in the resource classes
- Implement and continually revise resource period curriculum map
- Create and maintain a Canvas course page for resource class
- Plan lessons/activities utilizing the curriculum map and provided resources
- Adapt teaching methods and instructional materials to meet students' varying needs and interests
- Maintain a safe, orderly classroom environment
- Advocate and provide strong support
- Assist distressed students and follow proper prevention/intervention protocol
- Monitor student progress with documentation
- Follow the mission statement and philosophy of the resource initiative
- Biweekly conferences with students to discuss student needs pertaining to the following: academic progress, emotional health, personal connection, attendance, extra-curricular activities (school connectedness), student needs, etc.
- Keep track of the service learning hour completion
- Perform other duties as assigned by the building administrators

If interested, please contact Dr. Veronica Tobon at vtobon@valpo.k12.in.us and a Google form will be emailed to you.