

Job Description Title: Resource Teacher

Start Date: September 2018

The School:

Stratford Hall, an independent, K-12 IB World School, invites applications from individuals who wish to join our dynamic team. Located in Vancouver, BC, the School is home to 530 students and a faculty and staff of over 85 teachers and support staff. Our graduates attend the top post-secondary schools in Canada, the U.S. and abroad. Stratford Hall was the first IB continuum school in BC and has a rich tradition of educational excellence in the Primary Years, Middle Years and Diploma Programmes.

Position Overview:

Under the direction of the respective Principal, Junior or Senior School, and working collaboratively with teachers, support staff and other members of staff, a Resource Teacher will support the needs of teachers by supporting students with learning tasks, teaching lessons, organizing the learning environment, providing social and emotional care for students, and performing other duties as assigned by teachers or the Principal. A Resource Teacher is typically a recently graduated, certified teacher who serves within a specialized area of the curriculum. As a key member of the faculty, a Resource Teacher will contribute to the development and overall improvement of Stratford Hall.

Key Duties and Responsibilities

1. Teaching and Learning

- a. Support teachers by working in classrooms with small groups and individual students
- b. Maintain constant awareness of the needs of students
- c. Ensure students are actively engaged in their own learning
- d. Empower students to be responsible and take action
- e. Accommodate special needs of students as directed
- f. Teach lessons as directed by a teacher or Principal
- g. Provide teacher on call support as required

2. Management

- a. Assist in organizing events specific to the grade/class/subject area
- b. Provide meaningful and timely communication to faculty, staff and management
- c. Assist in monitoring student attendance, behaviour and progress
- d. Inform the appropriate 'person of responsibility' of issues or concerns regarding parents, staff or students
- e. Initiate and take responsibility for classroom displays as directed
- f. Create and prepare teaching resources as directed
- g. Maintain resources and storage areas as directed

3. Professional Appraisal and Development

- a. As instructed, engage in professional development in order to better understand the needs of students and the classroom instructional program
- b. Actively participate in constructive professional appraisal
- c. Seek and act upon constructive feedback and advice

4. Involvement in the Wider School Community

- a. Lead or assist with co-curricular activities two out of three terms per year
- b. Positively support school initiatives organized by staff, students or parents through active participation and promotion within classrooms
- c. Promote school unity by attending staff social functions when possible
- d. Attend special events such as Meet the Teacher Night and concerts
- e. Assist in the preparation of assembly presentations
- f. Attend and actively participate in scheduled meetings
- g. Maintain an active presence in common areas during scheduled supervision duties
- h. Take positive action to ensure the school is clean and well maintained, classrooms are neat and attractive and displays in classrooms and general purpose areas reflect the pursuit of excellence

At times Resource Teachers may be requested to take on additional duties as assigned by the applicable Principal.

Days of work: The days on which students are in attendance and all teacher Professional Development/in-service days.

Term: The initial term is for one year only, commencing in August when all teachers are required to return to work, and ending the last day in June when all teachers are required to work. A Resource Teacher's employment may be renewed by mutual agreement with the School.

Hours and Duties: Generally speaking, the hours of work for a Resource Teacher are 8:00am to 4:00pm. However, please note that under the Resource Teacher category of employee, there are various roles available. The hours and duties vary depending on the position and co-curricular commitments of the Resource Teacher.

Required qualifications and experience:

- Experience working with children in a school setting, preferably an instructional capacity
- Strong communication skills in English, both spoken and written
- Team player with excellent interpersonal and organizational skills
- Computer Literacy: computer literate with knowledge of the G-Suite platform

Qualifications (preferred):

- Eligibility for BC teacher certification prior to starting in role
- Eligibility for Canadian residency
- Completion of a teacher preparation program

Department: Assignments may be by division (Junior or Senior School), programme (PYP, MYP and DP), grade level or whole school (K-12), depending on the nature of the role.

Reports To: Division Principal or their designee

Supervises: Students, volunteers

Interfaces with: Students, parents, teachers, senior leaders, administrative staff