



# Longview Independent School District

## JOB DESCRIPTION

# INSTRUCTIONAL RESOURCE SPECIALIST

<b>JOB TITLE:</b>	Instructional Resource Specialist	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Child Care	<b>TERMS:</b>	191 Days
<b>DEPARTMENT:</b>	Child Care Center	<b>PAY GRADE:</b>	Clerical/Par 3

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### PRIMARY PURPOSE:

Provide infant/toddler students with appropriate learning activities and experiences designed to fulfill their potential for intellectual, emotional, physical, and social growth; enable students to develop competencies and skills to function successfully in society

### QUALIFICATIONS:

#### Education/Certification:

Associate degree from accredited college or university  
Child development/early childhood professions or equivalent (preferred)  
At least two years of care giving experience in a licensed child care center (preferred)

#### Special Knowledge/Skills:

- Ability to work well with children
- Ability to communicate effectively

#### Experience:

Some experience working with children

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Develop and implement lesson plans that fulfill the requirements of the child care program and show written evidence of preparation as required
2. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
3. Conduct assessments of student learning styles and use results for instructional activities



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

4. Assist in preparing food for children and serve meals and refreshments to children and rest periods
5. Discipline children and recommend or initiate other measures to control behavior, such as taking responsibility for own clothing and picking up toys and books
6. Dress and change diapers as well as observe and monitor children's play activities
7. Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention
8. Instruct children in health and personal habits such as eating, resting, and toilet habits
9. Keep records on individual children, including daily observations and information about learning activities, meals served, and medications administered
10. Work cooperatively with special education teachers to modify curricula as needed for special education students according to guidelines established in Individual Education Plans (IEP)
11. Plan and supervise assignments for teacher aide(s), volunteer(s), and high school student(s)
12. Take all necessary and reasonable precautions to protect children, equipment, materials, and facilities
13. Assist in selection of books, equipment, and other instructional materials
14. Establish and maintain open lines of communication by conducting conferences with parents and director
15. Maintain a professional relationship with all colleagues, students, parents, and community members
16. Participate in the district staff development program
17. Attend and participate in faculty meetings and serve on staff committees as required
18. Comply with district policies, as well as state and federal laws and regulations
19. Adhere to the district's safety policies and procedures



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

20. Maintain confidentiality in the conduct of district business
21. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
22. Demonstrate regular and prompt attendance
23. Other duties as assigned

### **SUPERVISORY RESPONSIBILITY:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data.

#### **Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus



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### EVALUATION:

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: April, 2013**