Diocese of Sacramento
JOB DESCRIPTION

DEPARTMENT: St. John the Evangelist School	**POSITION: Resource Director (TK–8)**
CATEGORY: Non-Exempt Hourly	**POSITION STATUS: Part-Time, 30 hours/week**
LOCATION: Carmichael, California	**SCHEDULE: 10-month school year**

SUPERVISOR: Principal

COMPENSATION: $26.00–$36.00 per hour, depending on qualifications and experience.

JOB SUMMARY: The Resource Director supports the diverse academic, behavioral, and social-emotional learning needs of TK–8 students, collaborating with teachers, families, administration, and outside service providers in accordance with the school mission, diocesan policies, and school handbooks.

ESSENTIAL FUNCTIONS: The Resource Director establishes a faith-filled, supportive learning environment, coordinates student support services, and provides targeted academic intervention using professional judgment and discretion.

General Responsibilities:

- Provides individualized and small-group academic interventions.
- Identifies and monitors students requiring additional academic support.
- Develops, implements, and reviews individualized student support plans in collaboration with teachers and families.
- Supports students with learning differences, ADHD, dyslexia, and other educational needs.
- Monitors progress using classroom assessments, STAR, and other available data.
- Collaborates with teachers to develop appropriate accommodations, instructional strategies, and modifications.
- Coordinates services and communication with families, outside specialists, and school district personnel.
- Maintains a safe, respectful, and faith-filled learning environment.
- Communicates professionally and in a timely manner with administration, colleagues, parents, and students.
- Adheres to the Code of Ethical Conduct and applicable diocesan workplace policies.
- Completes required background checks, Safe Environment training, and TB clearance.

Record Keeping Responsibilities:

- Maintains confidential student records, intervention logs, support plans, and progress-monitoring data.
- Documents accommodations, meetings, and communications; prepares reports as designated by administration.

Meeting Responsibilities:

- Attends IEP and Section 504 meetings with families, school district representatives, and other service providers, as appropriate.
- Coordinates and participates in Student Success Team (SST) meetings and follow-up reviews.
- Attends parent conferences, faculty meetings, professional development, and school events as assigned by the principal and Catholic School Department.

Other Responsibilities as designated by the principal:

- Assists teachers in implementing student support strategies and monitoring their effectiveness.
- Coordinates scheduling of resource services and supports continuity of services for students.
- Participates in school accreditation and ongoing program evaluation as assigned.
- Performs additional duties as requested by the principal.

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree in education, special education, or a related field.
- Teaching credential, Education Specialist credential, or advanced training in learning intervention preferred.

Experience:

- Experience working with elementary or middle school students with diverse learning needs.
- Experience providing academic interventions, collaborating with teachers and families, and developing individualized support plans preferred.
- Familiarity with IEPs, Section 504 plans, SST processes, and school-based intervention practices preferred.

Skills / Knowledge:

- Supports the teachings, values, and educational mission of the Catholic Church and St. John the Evangelist School.
- Knowledge of evidence-informed instructional strategies, differentiated instruction, and progress monitoring.
- Ability to build rapport with students and collaborate effectively with families, teachers, and outside professionals.
- Demonstrates excellent written and verbal communication and organizational skills.
- Proficiency with educational technology, student information systems, and assessment tools.
- Works independently, demonstrates flexibility, and maintains strict confidentiality and professional ethics.
- Pursues professional growth through coursework, research, conferences, and workshops.
- Complies with required diocesan training and applicable school safety procedures.

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EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE