



BISHOP DWENGER HIGH SCHOOL

Resource Teacher

The *second resource room teacher* supports student learning, growth, and development through their assigned classes and duties and supports and strengthens the mission of Bishop Dwenger High School, to develop “Citizens of Two Worlds” who excel in the areas of spirituality, service, academics, and the active life upholding the Catholic Faith.

Responsibilities:

- Direct activities in the second resource room with assistance from the aides, lead resource teacher, and SPED Director;
- Set guidelines and manage the second resource room with routines and procedures;
- Lead/oversee daily classroom procedures in the second resource room;
- Work with students in small groups and one-on-one to complete daily assignments, assessments, and missing work;
- Prepare and deliver mini-lessons on note-taking, study strategies, testing strategies, etc. as needed;
- Assist students taking exams based on pre-determined plan accommodations (reading questions aloud, dictating student verbal responses, etc.);
- Log students using the resource room and keep daily attendance;
- Meet with students regularly to discuss grades, progress, assignments, etc.;
- Attend ISP conferences as requested;
- Work with teachers to ensure that student needs are being met in the classroom;
- Collaborate with guidance, administration, FWCS, special education coordinator, teachers, aides, etc., as needed;
- Assist in study tables, as needed;
- Request/Gather notes, study guides, project requirements, rubrics, etc. as needed for students;
- Reteach concepts and assist students in understanding instruction;
- Maintain study sets (Quizlet, student guides, notes, etc.) for students enrolled in resource;
- Attend department meetings;
- Communicate with parents via email or phone calls, specific concerns about student progress;
- Assist teachers with accommodations and ideas for differentiation;
- Competent in the use of technology, such as Canvas and Power School;
- Be an active member of the BD staff;
- Incorporate the Catholic Faith into the classroom;
- Other duties as assigned by the administration and SPED Director.

Qualifications:

- Hold a valid IN teaching license, SPED experience preferred;



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- Possess the knowledge, skills and understanding in working with students needing extra help (ISP and CAP);
- Active Catholic preferred

Reports to: Special Education Director and Lead Resource Room Teacher

Start Date: Contracted for the 2024-2025 school year

Location: Bishop Dwenger High School, Fort Wayne, IN

Contact: Amy Johns, Assistant Principal
ajohns@bishopdwenger.com or 260-496-4710

Applicants should also complete the diocesan application materials found at:
<https://theapplicantmanager.com/careers?co=df>