



**HHG's vision is to equip all children with the skills necessary to access world opportunities via an unparalleled educational experience.**

**The mission of HHG is to establish schools with a quality curriculum based on national and international standards with highly effective leadership taking and activating the vision.**

**Position:** Resource Room Teacher  
**Reports to:** Principal  
**Employed by:** Hanley Harper Group, Inc.

**Primary Responsibilities:**

- Provide academic support to students assigned to caseload as per current Individualized Educational Program ("IEP") goals. Determine whether push-in or pull-out services (or a combination thereof) will best meet the needs of the student.
- Coordinate delivery of needed academic services with the general education Teacher.
- Communicate weekly service schedule to all Teachers and Principal.
- Prepare IEP-at-a-glance for each new student. When a new IEP is completed for an existing student, forward the document electronically to the general education Teacher, encore Teacher(s), teachers in the Title I area and the school Principal.
- Compile the draft version of the IEP document in advance of the scheduled meeting (including incorporation of auxiliary staff's PLAAFP statements, goals/objectives and service hours). Following the IEP meeting, complete the Notice Form, make any necessary changes to the document and obtain Principal's signature.
- Send finalized copy of IEP and related documents to parents. Provide a copy of paperwork to ancillary staff for their records.
- Facilitate IEP meetings in conjunction with auxiliary staff. Serve as a member of the Multidisciplinary Evaluation Team for 3-year reevaluations.
- Provide IEP Goal(s) progress update for each student in the second, fourth and sixth phases (for academic goals only).
- Conduct assessments of each student for annual IEPs, MAP testing cycles, MEAP testing, Phase Reports, etc.
- Review assessment results to determine whether or not student is receiving adequate support. Make changes to scheduling as needed based on student needs. Process amendment(s) to IEP when services are needed or removed, when a goal needs to be changed, etc.
- Maintain logs of communication with parents.
- Advise general education staff regarding interventions, accommodations and modifications. Serve as an ad-hoc member to Child Study Team.

- Other duties as assigned by Principal or designate.

**Education, Certifications and Work Related Experience Requirements:**

- Bachelor's degree or higher.
- Shall possess a valid State of Michigan Teaching Certificate with the appropriate endorsement(s) for all subject area(s) being taught.
- Must have evidence of meeting highly qualified requirements, as defined by No Child Left Behind.
- Minimum five years of successful teaching experience.
- Proficient in use of technology as it relates to student testing and reporting requirements.
- Criminal records clearance and unprofessional conduct clearance.