

DUTY AND RESPONSIBILITIES CHART RESOURCE TEACHERS UNDER INCLUSIVE EDUCATION

Implemented from February 2013

Implementation of the scheme of inclusive education is done with an objective to provide maximum benefit to the CWSN. To fulfil the objective to provide maximum resource support to the CWSN, the following duties and responsibilities are issued

Schedule of the Resource teacher

1. The resource teacher shall start their working by reporting to the Principal cum Block Resource Coordinator of the concerned IED School where he/she is placed.
2. All the resource teacher will take one period in the morning along with a general educator and provide Collaborative teaching to the CWSN studying in the school or attending resource room along with the educationally backward peers of that school. The CWSN who would benefit from the additionally designed extra class are identified children with learning disability, slow learner, orthopedically impaired children who are either in the grade as per his age mates or one or two grades below educationally as per his grade.
3. The resource teacher will invariably reside in the resource room to provide resource support to the CWSN who will attend the resource room while the other resource teachers will leave to provide support to CWSN in the other schools of the block along with providing home based education to CWSN as per schedule. The stay of the resource teacher in the resource room will be on rotation basis and as per schedule set.
4. The resource teacher will submit the roster of their working to the concerned principal cum block resource coordinator of the school and get it duly checked every week .A compiled report with regard to the number of children supported and visited will be submitted to the principal every month. The principal of the school can randomly check the resource teacher anytime as per the roster of work submitted.
5. The resource teacher shall perform the duties as per the work schedule and roster set. In case the resource teacher has to deviate the schedule due to unexpected reasons, he/she should take prior permission from the principal and shall inform the parent of the CWSN if he/she was to perform a home visit at that time.

Duties and responsibilities of the resource teachers are further divided under following sub heads

With regard to the data of the CWSN:-

1. The resource teacher will participate in the survey conducted for 0 to 18 years and shall maintain the data of the CWSN. The resource teacher will regularly update the data with reference to newly identified CWSN, provision of assistive devices, corrective surgeries etc.
2. The record of the compiled data shall stay with the resource teacher in a compiled form in the resource room and one copy of it shall be duly submitted to the principal cum block resource coordinator of the IED school.

3. The resource teacher will make sure to attend the monthly IE review meeting conducted in the block resource centre in the concerned block and shall participate in the quarterly IE meet at district level with District Implementation Committee to review and update about the status of IE.
4. The resource teacher shall not share any confidential information of the CWSN or the child data or any other information with regard to the project ,with others without prior permission of the project officer of Inclusive Education.
5. The resource teacher will contribute while filling up of the DISE format so that no discrepancy with regard to the figures is made.

With regard to maintaining a cumulative profile of the CWSN:-

1. The resource teacher will ensure to make a cumulative profile of the CWSN allotted for support under him/her.
2. The resource teacher will make the IEP's and case history profile of the CWSN children and update it from time to time.
3. The resource teacher shall maintain a child profile of all the CWSN and keep it as record in the resource room and submit the copy of it to the principal cum block resource coordinator of IED school which will be kept as school record.
4. The resource teacher shall ensure to collect the copy of all the essential documents related to the CWSN like record of medical history , report of any psychological assessment conducted etc.

With regard to the visits to be paid in the schools or for providing home based support to the CWSN:-

1. The resource teachers shall attend not less than eighteen (18 years), children with mental retardation of severe and profound condition at their homes under Home Based Education program. The period of home based education is one year.
2. The resource teacher shall make sure to enroll the child covered in home based programme in school and shall commence the home based education programme only after the name of the child is enrolled in the school .Such children should always be eligible for entitlement for which the in school children are eligible including provision of free school uniforms.
3. The resource teacher shall spend one hour 30 minutes to 2 hours with each child at home during their visit under close observance of the parent/guardian of the child.
4. The resource teacher shall continuously motivate the parent of the CWSN child and ensure to work for developing a group of parents who would help identify other CWSN children in the neighborhood who require resource support. The resource teacher shall identify children with mental retardation preferably between the age group of 4-18 years.
5. The resource teacher shall mention the performed activity in the register maintained for home level record at child's home in every visit and put a signature with date. If the parent of the CWSN can put

a signature then the resource teacher should make sure that the parent signs the register every time a visit is made at home.

With regard to maintenance and upkeep of resource room

1. The resource teacher shall maintain and upkeep the resource room and make a common register of the entire stock lying in the resource room.
2. The resource teacher shall return to the resource room all such material issued for use with children, at the time of quitting the job.

With regard providing support to the parent of the CWSN

1. The resource teacher shall organize a quarterly parent teacher meet for the parents of the CWSN of the block under the chairmanship of principal cum block resource coordinators
2. The resource teacher shall provide support to all the parents and handle the queries of all the parents and motivate them.

With regard to sensitizing and providing support to the general teachers

1. The resource teacher shall provide support to the general teachers with regard to handling the CWSN child in a regular classroom.
2. The resource teacher shall orient the general teacher about the teaching techniques for teaching CWSN in an inclusive classroom and also class room management techniques
3. The resource teacher should work in close collaboration with the general teacher and continuously communicate about the progress of the child to the general teacher.
4. The resource teacher shall inform in advance to the general teacher about the quarterly meeting to be organized on IE.

With regard to work ethics and submission of reports

1. The resource teacher's are dedicated towards the activities under Inclusive education during working under the project and, hence, they shall not work in any two places simultaneously in case if such practice by any resource teacher, comes to the notice of the project, stringent action will be initiated against such candidates as per law including immediate termination of contract.
2. The resource teacher shall wear an Identity Card issued by the Project Office while attending their duties.

3. The resource teachers shall attend all the meetings and training programmes organized under IE from time to time and shall make reports of all the works, activities carried out from time to time.
4. The resource teacher shall behave with high integrity, be punctual in attending the resource centre and the services of the resource teacher shall be result oriented. He/She shall not act perfunctorily in any manner while performing the job.

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