

Duties and Responsibilities of IE Resource Teachers (Revised) **Implemented from September 2012**

The Hon'ble Minister for PE&SSA and the State Project Director, A.P, RVM (SSA) has conducted a review on the interventions taken up under Inclusive Education on 30th August 2012. With the focus to further enhance qualitative wise academic inputs has suggested few revisions in the duties and responsibilities of the Inclusive Education Resource Teachers (IERTs) especially for Sever to Profound disabled children under Home Based Education. Thus in accordance to RTE Act-2009 and its first amendment under Home Based Education the following revised duties and responsibilities are issued. IERT shall invariably reside in the mandal headquarter and shall be reporting to the MEO every day before they leave for home visits. IERTs working hours are from 9.00AM to 4.00PM.

CwSN data:

1. The Resource Teacher works under the control of the Project Officer, District Project Office, Rajiv Vidya Mission and shall be reporting to the Mandal Education Officer of the mandal allotted.
2. The Resource Teacher shall actively participate in the survey conducted on 0-18 years CwSN in the district and shall maintain the data of all identified CwSN living in his or her cluster. The Resource Teacher shall regularly update the data record in coordination with the JBAR and IKP program to provide support under the project like assistive devices, minor corrective surgery, physiotherapy etc.
3. The Resource Teacher shall invariably wear the Identity card issued by Project Office while attending to the duties. The DPO shall arrange to issue ID cards duly signed by the Project Officer and the date of validity of the card should be printed on the front side of the ID card.
4. The Resource Teachers shall not share confidential information relating the child or the child data or any important information relating to the project, with others without prior permission of the RVM project official.
5. The Resource Teacher shall return to the PO all such material received from RVM on returnable basis, at the time of quitting the job.
6. Resource Teacher shall perform the duties as per the Work-schedule communicated by the State Project Office. In case if the Resource Teacher has to deviate the schedule due to unexpected reasons, he/ she should take prior permission from the project office and shall inform to the MEO and parent about such deviation in visit-schedule.
7. The Resource Teacher's services are dedicated to the activities of RVM during the period he/ she work with 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 and recovery of money.

Advocacy of Inclusive Education for CwSN:

8. Resource Teacher bears the responsibility of identifying children with special needs, conducting formal and functional assessment, counseling the parents of CwSN, mobilization of educable CwSN to schools, identifying extremely dependent children for sanction of escort allowance, mobilization of children for physiotherapy camps, mobilization of children to IERCs for ECE and other therapeutic interventions, enumeration of CwSN who might need minor corrective surgeries and advocacy for Inclusive Education of CwSN.
9. Resource teacher shall attend, among other trainings; the Multi-category training sponsored by the project and provides service to all categories of CwSN.

Home Based Education program:

10. Resource Teacher shall attend not less than eighteen (18) mentally challenged children of severe or profound condition at their homes under Home Based Education program. In case of the RTs who are placed in IERC mandals, the minimum number of children to attend by him or her under HBE not less than nine (9). The period of Home Based Education is one year. Shall be who had never been attended by the Resource Teacher previously under HBE program. RT shall commence HBE program only after their name is enrolled in regular school. Such children shall always be eligible for all entitlements for which the in-school children are eligible including two pairs of school uniforms. During this period the child will be taught basic self help and living skills and skills of communication among other individual specific skills under close observation of the parent.
11. The RT shall spend minimum 1.30 minutes to 2 hours with each child at home of each visit. Resource Teacher shall invariably attend and spend with the child at the child's residence only and not elsewhere and necessarily in the presence of either of the parents or guardian of the child.
12. For the purpose of HBE program, the Resource Teacher shall identify fresh children with mental retardation of severe or profound condition only preferably from the age of 4-18 years.
13. Resource Teacher shall prepare and always carry the profiles of the children covered under HBE program with him or her. A soft copy of children profile shall be submitted to the Project Officer in the stipulated time i.e., 30th September 2012 and further furnish the same to SPO by 5th October 2012 duly consolidated district wise.
14. The IERT should orient the school teachers on effective Inclusive Education and special methodology of educating CwSN during the CRC meetings decided by the Project Officer.
15. The IERT shall assist the Inclusive Itinerant Teachers in preparation of IEPs for their in-school CwSN and also guide the class teacher in regard to class room management and teaching strategies as and when required.

TLM and IEP:

16. Resource Teacher shall prepare child-specific need-based low-cost no-cost Teaching Learning Material for use under HBE.
17. The IERTs should record all the information such as medical history etc in standardized formats. The Resource Teacher shall prepare Individualized Educational Plans (IEPs) for all CwSN who are getting RT services under home-based education in the prescribed format provided by the SPO.
18. The Resource Teacher is responsible in achieving the targets set in the IEP and endeavor for qualitative education and remark with progress in daily living and academic skills in a said time frame.
19. Resource Teacher has to mention the performed activity in home level record at child's home in every visit and put a signature with date etc.

Reports:

20. Resource Teacher shall prepare the Advance-visit program as per the work-schedule communicated by the SPO and shall submit to the Project Officer for prior approval and approved copy shall be submitted to the MEO.
21. Resource Teacher shall invariably attend the monthly Review meetings on 1st Saturday of every month along with their IEPs and following
 - i. Advance-visit programme.
 - ii. School-visit report of the previous month.
 - iii. Home-visit Report.
 - iv. Prepared/developed TLM in the previous month etc.
22. The Resource Teacher shall be present at the MRC as per the time schedule communicated by the SPO.
23. Every month the Resource Teacher shall regularly bring the particulars of schools having no facility of Ramp with rails etc.
24. The RT shall also perform such other duties which may be entrusted by the RVM (SSA), from time to time, to further the cause of Inclusive Education for CwSN.
25. If at any time the performance of the RT is found not satisfactory, his or her services will be terminated immediately without any prior notice.

Additional Duties and Responsibilities of IERTs in Resource Center:

Apart from the above duties, the Resource Teachers placed in the IE Resource Centers shall also perform the following duties.

26. The Resource Teacher shall behave with high integrity, be punctual in attending the Resource Center and discharging his/ her duties to the utmost satisfaction of the parent of the CwSN who approaches the Resource Center for services and his/ her services shall be result oriented. He or she shall not act perfunctorily in any manner while performing the job.

27. The Resource Teacher shall undergo all such trainings offered/ sponsored by the RVM which are essential in the implementation of the centre's activities.
28. The Resource Teacher shall provide appropriate remedial teaching support to the CwSN, referral support to the parents and all therapeutic services in the center for which he/ she is designated and shall also perform such other duties which may be entrusted by the RVM (SSA), from time to time.
29. All 6-18 years children who access the services at IERC shall formally be enrolled in any local school.
30. The Resource Teacher is responsible to maintain the CwSN data with latest details and submitting the information to the District Project Office in the prescribed formats.
31. The Resource Teacher shall not deny Early Childhood Intervention support to the CwSN and their parents who approach them.
32. The Resource Teacher shall act as a joint-custodian of the center and shall safely maintain all records including of stock received.
33. They shall provide counseling and guidance on maintenance, care and usage of distributed assistive devices.

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