

RESOURCE SPECIALIST

Primary Function:

Responsible for providing direct and indirect service for students with special needs placed in a general education classroom

Directly responsible to: Building Principal with assistance from Student Support services staff

Major Duties and Responsibilities:

- Meets California standards for the teaching profession
- Coordinates referral, assessment, IEP process for students referred to special education
- Provides consultation and training to staff members and parents
- Serves as case manager to address the needs of pupils referred to and/or placed in the Resource Specialist Program
- Coordinates the inclusion of special needs students in general education using accommodations and/or modifications
- Coordinates and participates in Individual Education Planning (IEP) Team meetings for students and/or prospective students
- Participates in staff development activities pertaining to the needs of children in special education in addition to site staff development activities
- Prepares, implements reports progress for IEP goals and objectives for students assigned to special education
- Keeps accurate record
- Collaborates with parents and other service providers in the development and implementation of goals
- Conducts ongoing formal and informal evaluation of special education students keeping accurate records
- Attends school and special education staff meetings
- Directs activities of special education instructional assistants

- Participates in 90 minute planning at site and/or with other special education teachers
- Coordinates triennial reviews with all team members

QUALIFICATIONS GUIDE

Knowledge of:

- Principles, theories, methods, techniques, assessment tools and strategies pertaining to educational trends, core and alternate core curriculum and strategies for implementation as related to students with mild to moderate disabilities
- Child growth and development and behavior characteristics of children identified with mild to moderate educational and social disabilities
- Educational curriculum and instructional goals and objectives, and the educational trends and research findings pertaining to the elementary student
- Behavioral management and behavior shaping strategies, techniques and methods, and conflict resolution procedures
- Socio-economic and cultural background differences of the school population
- Legal requirements related to special education

Ability to:

- Plan, organize, develop, and conduct a comprehensive teaching, instruction, and behavior management program for mild to moderate special education students
- Provide effective learning experiences for pupils from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional disabilities
- Assess the educational needs of with disabilities, and design, develop, and implement individual education plans
- Provide an attractive, inviting, and stimulating learning environment
- Collaborate with members of assessment planning IEP teams
- Perform research and development activities pertaining to curriculum and instruction programs, pilot projects, and innovative programs designed to enhance pupil educational opportunities and experiences for students with special needs

Credential Required:

- Education Specialist Instruction Credential
- **OR:** any other combination of Special Education Credentials with Resource Certificate of Competence

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to kneel or squat for extended periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds
- Able to carry up to 50 pounds
- Able to push and pull objects weighing up to 100 pounds
- Able to sustain strenuous manual labor for a minimum of 3.75 hrs.
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner
- Able to work with cleaning solutions, disinfectants and sanitizes in a safe and effective manner without allergic reaction

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.