

RESOURCE SPECIALIST (GRADES K – 8)

PRIMARY FUNCTION:

Under the immediate supervision of the site administrator, and as a member of the school staff, shall provide an educational program for students eligible for special education in Kindergarten - grade 8 and assist in other school programs as assigned. Shall work with other District employees and parents in creating an overall school environment conducive to learning for the students in the District.

Professional Responsibilities

1. Compile and analyze data as required for documentation and program planning.
2. Comply with state and federal regulations and District procedures regarding implementation of IDEA.
3. Maintain accurate special education records and logs for individual students.
4. Maintain personal standards of grooming compatible with the contract.
5. Maintain standard of promptness in carrying out assignments.
6. Maintain understanding of and implement current educational practices acquired through professional literature, and by attending conferences and site and District meetings.
7. Meet obligations as specified by the Education Code and Board Policy.
8. Participate in District and department activities such as staff meetings, staff development, trainings and Professional Learning Community work.
9. Share responsibility for the effective operation of the school program.

ESSENTIAL FUNCTIONS:

Instructional

1. Communicate with parents regarding student progress on a regular basis.
2. Consult with general education classroom teachers and DIS providers regarding individual student's IEPs.
3. Coordinate assessment procedures with IEP team members, e.g., gather data, conduct evaluation procedures, communicate with parents and teachers.
4. Coordinate IEP development, e.g., schedule meeting dates, contact participants, assist parents, and other activities necessary to develop and complete IEPs.
5. Coordinate special education services with general education school programs for each student enrolled in the Resource Specialist Program.
6. Implement an appropriate behavioral classroom management system and assist general education teachers to implement behavior goals and plans.
7. Participate in consultation and Student Study Team meetings as appropriate.
8. Plan, develop, evaluate and implement appropriate Individual Education Program.
9. Provide instructional services on an individual, small group and whole class basis in order to fulfill the objectives specified on the written Individualized Education Programs and grade level curricula.
10. Provide resource information/materials to parents and staff; and provide in-service training to general education staff.
11. Provide timely and effective early intervention assistance (Response to Intervention Model) for students struggling with academics and/or behavior.
12. Serve as Case Manager, of assigned students only, to monitor student progress on a regular basis and oversee the review and revision of IEPs.
13. Understand and organize subject matter for student learning, including demonstration of knowledge of grade-level content standards and student development.

Other Duties and Responsibilities

Under the direction of his/her supervisor, the Resource Specialist may be assigned to:

1. Administer state and District standardized tests in accordance with District and school testing programs.
2. Cooperate with District offices in distributing and collecting paperwork, e.g., referral forms and surveys to facilitate communication and adhere to laws and policies.
3. Plan and coordinate the work of paraprofessionals, and as requested by the supervisor, participate in the selection of these employees.
4. Select books, instructional aids, materials and supplies for his/her program, and maintain required inventory records.
5. Supervise students in out-of-classroom activities during the assigned working day.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from supervisors or other professionals who have observed the teacher’s personal characteristics, scholastic attainment and classroom performance.

EXPERIENCE:

Successful completion of student-teaching program is mandatory, unless hired on an Intern Credential.

EDUCATION/CREDENTIALS:

Bachelor’s degree, including all courses to meet credential requirements. Credential(s) to meet the requirement of the assignment as established by state and local governing boards.

KNOWLEDGE AND ABILITIES:

Ability to:

- Communicate with competent oral and written English skills.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and use discretion.
- Use tact, patience and courtesy.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving between sites.

Physical Abilities:

- Bending at the waist, kneeling or crouching to assist students.
- Following training, restrain students who are physically aggressive.
- Hearing and speaking to exchange information and make presentations.
- Hearing to respond to discrete differences in sounds.
- Lifting and carrying books, materials and equipment to execute lessons and presentations.
- Seeing to read, prepare, review and monitor students at student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.