

## Job Description

### **Position:**

Resource Specialist Teacher

### **General Description:**

The resource specialist teacher shall have primary responsibility to deliver direct services to those students identified as requiring special education services for less than 50 percent of their instructional day.

Collaborative education services to parents and staff and consultation shall be a secondary function of the resource specialist teacher.

### **Duties And Responsibilities:**

- Duties may include, but are not limited to, the following:
- Serve as an integral member of the IEP Team with pupil assessment, individualized instructional plan design, implementation and progress monitoring for each pupil identified as appropriately served in the Resource Specialist Program. Participates in the Student Study Team process.
- Instruct pupils assigned, using special techniques, equipment, materials and related services as specified in the instructional plan.
- Prepare specialized materials and devices used in working with students in the regular class environment.
- Provide motivation, through a constantly varying approach, to pupils who have a short attention span and who have extreme difficulty in working independently.
- Collaborative education shall reflect current district practices of maintaining students in the least restrictive environment and may involve team teaching and/or shared case carrier designation.
- Offer consultative services in the areas of academic achievement, cognitive processing, and school adjustment and behavioral objectives may be required.
- Train aides and volunteer assistants assigned to the program.
- Communicate with instructional staff, parents, and community agencies in an effective manner.
- Perform all other duties as assigned.

### **Physical Requirements:**

- Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to occasionally lift/carry supplies, materials



and equipment weighing up to 35 pounds. Ability to demonstrate mental acuity in the performance of job related duties and interactions with students and adults.

**Working Conditions:**

- Public school work environment subject to sitting at a desk or standing for long periods of time, bending and crouching, kneeling at files, pushing/pulling file drawers, equipment and supplies, reaching in all directions and working at a computer or other standard school equipment.

**Qualifications - Required:**

Knowledge of:

- Instructional techniques and strategies appropriate to the curriculum
- State frameworks, district approved curriculum, board/district/school policies and procedures
- Current and relevant assessment techniques and strategies.

Ability to:

- Establish and maintain behavior expectancies, including an orderly, effective, effective and safe student environment
- Learn and interpret laws, rules and regulations related to the operation of public schools.
- Prepare clear and concise reports.
- Maintain detailed and accurate records, operate a computer and computer software
- Analyze situations carefully and adopt effective courses of action.
- Work effectively in the absence of supervision.
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships with parents, students, staff and administration.
- Possess a valid California Education Specialist Instruction (Mild/ Moderate) credential or a comparable credential.

**Salary:**

As set forth in the Certificated Salary Schedule.

**Work Year:**

185 days per year, 7.5 hours per day.

**Evaluation:**

Principal or Assistant Principal

