

Position: Resource Specialist

Department: School Site

Reports to: Site Principal/Chief Academic Officer

Salary: LOETA Teacher Salary Schedule

SUMMARY:

The Resource Specialist Program Teacher is a credentialed professional with specialized knowledge regarding the current principles, procedures, techniques and instrumentation used in meeting the needs of students with specific learning handicaps. Provide direct, individual or small group instruction to identified pupils on a regularly scheduled basis as required in the approved IEP. The Resource Specialist works part of the time directly with identified pupils and supervises other personnel working with the same students.

ESSENTIAL JOB FUNCTIONS:

- Be informed of and implement current federal and state laws, education code, and Live Oak Elementary School District policies and procedures.
- Serve as a member of the Pre-Referral Team evaluating referred student's school histories and educational progress. Consult and confer with teachers, administrators and parents regarding relevant social, emotional, behavioral, cultural and cognitive learning factors.
- Assist in the development of accommodations and modifications appropriate for students.
- **Assesses** individual pupil's learning handicaps.
- Provides direct, individual or small group instruction to identified pupils on a regularly scheduled basis as required in the approved IEP. The Resource Specialist works part of the time directly with identified pupils and supervises other personnel working with the same students.
- Functions as case coordinator when so designated by the site administrator.
- Provides consultant services, resource information, and materials regarding individuals with exceptional needs to regular staff members and to parents and guardians.
- Coordinates the special education program at the local building level.
- Evaluates pupil progress on a regular basis and with the IEP team, revises individual instructional plans as appropriate.
- Coordinates the services provided by designated instruction.
- Provides techniques for preventing the development of negative attitudes and behaviors toward children in the Resource Specialist Program.

- Provides techniques for dealing with negative attitudes and behaviors after they become manifest.
- Prepares accurate basic attendance accounting and completes other required records accurately and promptly
- Supervise the Instructional Aide II
- Improvement of curriculum and the profession:
 - Contributes to the development and achievement of District goals and school programs through active participation on teacher and parent committees, offering leadership in school and professional activities and maintaining effective and ethical interpersonal relationships.
 - Conducts ongoing self-evaluation and institutes a self-improvement program in the areas of obvious need by keeping informed on new trends in education, and by exploring personal effectiveness in relationships with co-workers, administrators, parents, board members and pupils.
 - Supports and maintains school activities, participates in faculty meetings and similar professional activities.
 - Participates with others in developing the system by which s/he will be evaluated in conformance with the District's uniform guidelines for evaluation and assessments
- Perform other duties as assigned.

PHYSICAL CHARACTERISTICS:

The physical requirements indicated below are examples of the physical aspects that a person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties. Sufficient vision to read printed material, and identify and distinguish objects. Sufficient hearing to hear conversations in person and on the telephone, Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups. Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects. This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time. Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area.

MINIMUM QUALIFICATIONS:

Valid Education Specialist Credential