

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**RESOURCE TEACHER – LINDA VISTA INNOVATION CENTER**

**Purpose Statement:**

Under direct supervision, supports curriculum development and selection in all content areas and for all grade levels, co-plan and deliver professional learning workshops on a variety of cross-disciplinary topics, provide coaching and instructional support to classroom teachers, and identify and establish innovative teaching and learning practices.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Coaches and trains teachers, including model lessons and provides feedback in the integration of effective, evidence-based instructional strategies, technology, and 21st century competencies to support core curriculum goals.
- Designs and implements instructional programs to meet instructional, psychological, and social needs of each student.
- Teaches career exploration to students and authentic 21st century skills that increases their knowledge of the region's priority industry sectors.
- Provides daily instruction to individuals or groups of students.
- Provides coaching and support to staff implementing college and career exploration curriculum.
- Assists teachers in the development of career exploration curriculum.
- Attends trainings and workshops in college and career readiness.
- Works in cooperation with staff, administration, and other agency personnel to establish an effective academic program.
- Develops curriculum and coordinates the introduction of newly developed services and/or materials to teachers.
- Reviews curriculum, supports professional learning programs, and identifies best practices for implementing evidence-based instructional strategies; identify techniques and strategies for use of technology and 21st century competencies by teachers and students.
- Stays informed of innovative teaching and learning practices through journals, books, and online resources.

- Attends and presents at internal and external professional learning conferences.
- Develops evaluation instruments to determine the effectiveness of curriculum materials.
- Demonstrates the use of a wide variety of technologies to effectively enhance instruction and in-service teachers.

**Other Functions:**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications:**

**Knowledge and Abilities**

KNOWLEDGE OF:

Knowledge of current trends in educational research and effective, research-based instructional practices;

Concepts of 21st century skills;

State regulations that govern curriculum adoption cycles and the acquisition of standards-based instructional materials;

Common Core Standards;

Curricular practices, research and methodologies;

Instructional strategies used in the enhancement of curricular programs;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Standardized and performance-based assessment practices;

School climate and culture;

Curriculum, goals and objectives;

Oral and written communication skills;

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Use various technology resources (multimedia presentations, digital media, productivity software, online resources, etc.) as instructional tools;

Identify staff development needs and coordinate activities to address those needs;

Communicate effectively both orally and in writing;

Demonstrate proficiency in the use of technology as a teaching tool;

Build relationships and maintain relationships with a diverse team including staff, students and district, community, and university partners;

Maintain consistent, punctual and regular attendance;

Work effectively independently and as part of a team with minimum supervision;

Exercise appropriate judgment in making decisions;

Establish and maintain effective working relationships with those contacted in the course of work;

Develop and meet project timelines and schedules, track progress, implement projects, and evaluate effectiveness.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in an office/school setting. Incumbents may be required to work evening hours to accommodate training and advisory committee meetings, as well as work throughout San Diego County as assigned. Incumbents must have reliable transportation to and from school and meeting sites.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

Experience: A minimum of three (3) years of teaching experience in the Juvenile Court and Community and/or Monarch Schools; experience in providing professional development and/or recent mentoring or teacher support; recent experience in developing and delivering curriculum in an alternative education setting is desirable; and

Education: Bachelor of Science or equivalent degree; completion of postgraduate coursework is highly desirable; or

Equivalency: A combination of education and experience equivalent to Bachelor of Science or equivalent degree; completion of postgraduate coursework are highly desirable; and a minimum of three (3) years of teaching experience in the Juvenile Court and Community and/or Monarch Schools; experience in providing professional development and/or recent mentoring or teacher support; recent experience in developing and delivering curriculum in an alternative education setting is desirable.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Multiple Subject or Single Subject teaching credential  
Leading Edge Certification (LEC) preferred  
Valid California Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Basic Teacher Compensation Plan, Plan 060

Approval Date: July 6, 2023

Approved by: Dr. Yolanda Rogers, assistant superintendent  
Human Resources Services

Revised: N/A