

CERTIFICATED JOB DESCRIPTION

**RESOURCE SPECIALIST
(SPECIAL EDUCATION)**

JOB SUMMARY:

Under the supervision of the site administrator, the Resource Specialist provides assessment and instructional services, consultation, coordination, planning, curricular resources, evaluation, and remediation for students with exceptional needs. These may include all classifications of special education students whose Individualized Education Program (IEP) requires placement in the resource specialist program.

ESSENTIAL JOB FUNCTIONS:

- Teaches students with disabilities in special education resource specialist program in accordance with individual IEP and individual abilities.
- Uses teaching materials and research-based practices that are in alignment with District core curriculum and state standards. Supports students so they can develop their maximum amount of self-reliance and functional independence.
- Prepares IEPs and determines goals in alignment with state standards and District adopted core curriculum.
- Maintains progress records aligned to IEP goals and uses data collection to support appropriate research-based instruction, informs instructional decisions, demonstrates student progress toward goal achievement, and modifies goals as necessary.
- Periodically, no less than annually, updates academic assessments and reviews progress with each student, his/her parents, and regular teacher.
- Provides direct instruction at least 80 percent of the time and services for students whose needs were identified in a written IEP developed by the IEP team and who are assigned to general education classroom teachers for a majority of a school day.
- Provides information and assistance to students with exceptional needs and their parents.
- Utilizes assessment results in developing IEP goals and objectives to accommodate the wide variety of individual needs of each student.
- Identifies and utilizes special materials and teaching strategies pertinent to individual student and staff needs.
- Collaborates in the development and implementation of behavior management techniques as appropriate.
- Coordinates IEP of students with special needs with general education program and school staff.
- Demonstrates teaching and classroom management strategies that are considered appropriate and effective in meeting the needs of each student in both academic and nonacademic areas.
- Maintains and completes records, individual data, reports, etc., that may be required by the District, state, and/or federal policies or regulations.

RESOURCE SPECIALIST (SPECIAL EDUCATION)

Page 2

- Serves as a member or case manager of the IEP team as a consultant or in an advisory role in the general education Student Study Team (SST) process.
- May serve as a member or case manager of the IEP team; may schedule SST meetings and maintain SST log; may participate in the SST process as a consultant or in an advisory role.
- Observes student behavior in the general education classrooms and consults with teachers regarding these behaviors.
- May provide consultation and/or inservice to school staff and parents which relates to student assessment and specialized instruction.
- Communicates effectively and works cooperatively with all other school District personnel, parents, and other agencies for the best interests of each student.
- Updates knowledge and expertise by attending meetings, inservice programs, and conferences.
- Maintains and enhances professional competence through participation in professional organizations and other activities on a voluntary or assigned basis, with no expense to the employee.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credential:**
Multiple Subject Teaching Credential and Learning Handicapped Credential, or Educational Specialist – Mild/Moderate Credential.
Early Childhood Education Specialist (Preschool Services).
Resource Specialist Certificate or authorization.
CLAD or BCLAD or equivalent.
“No Child Left Behind” compliant.
- **Education:**
Bachelor's degree, including all courses to meet credential requirements.

Certificated Salary Schedule:

BOARD APPROVED: 2/5/90
REVISION DATES: 10/4/05
1/19/10