



Job Description

Marin County Office of Education

Resource Specialist Program (RSP) Teacher

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Resource Specialist Program (RSP) Teacher is done for the purpose/s of supporting students in a variety of educational environments; preparing lessons; providing instruction; serving as case manager; supporting classroom teachers; assessing student progress toward Individual Education Plan (IEP) objectives, expectations, and/or goals; administering assessments; collaborating with instructional staff, other school personnel, parents, and a variety of community resources; preparing a variety of electronic and written materials; responding to emergencies; and reporting incidents.

This Job reports to Assigned Supervisor

Essential Functions

- Administers assessments (e.g. developmental testing programs, subject specific assessments, etc.) for the purpose of assessing student competency levels, developing and reporting on IEP-based academic goals, and/or connecting students to appropriate resources.
- Assesses student progress toward objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, teachers, and administration.
- Collaborates with instructional staff, other school personnel, parents and a variety of community resources for the purpose of improving the overall quality of student outcomes, contributing to students' sense of belonging in the classroom and on campus, achieving established classroom objectives and individual student goals, and coordinating students' educational needs/delivery with other districts and/or school staff.
- Participates in, or facilitates, a variety of meetings, trainings, and/or workshops (e.g. IEP meetings, consultations, professional development, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares lessons by implementing, developing, and/or revising instructional materials for the purpose of ensuring cultural sensitivity, addressing individualized student learning needs, ensuring content alignment to state standards, and ensuring academic rigor.
- Prepares a variety of electronic and written materials for the purpose of documenting activities and student progress and meeting mandated requirements.
- Provides clear behavior expectations for students and monitors student behavior throughout the class and school campus, and takes behavioral data to utilize in determining student progress and needs for the purpose of maintaining personal safety of students, providing a positive learning environment, creating historical record, and adhering to Education Code and county policies.
- Provides individual or small group instruction or services, at multiple sites as needed, on a regularly scheduled basis to students with disabilities in the Resource Specialist Program for the purpose of meeting the objectives of individual student IEP plans.
- Provides guidance to assigned Paraeducators (e.g. managing student behavior, implementation of IEPs, etc.) for the purpose of ensuring appropriate support of students.

- Responds to inquiries in a timely manner from a variety of sources (e.g. other teachers, parents, administrators, etc.) for the purpose of resolving issues, providing information and/or direction, and fostering positive relationships with all stakeholders.
- Serves as case manager for the purpose of ensuring student accommodations / modifications are appropriate; coordinating with IEP teams and community agencies as appropriate; developing assessment plans; developing and implementing IEP goals and transition plans; coordinating IEP meetings; and ensuring accurate student records for state reporting.
- Supports students in a variety of educational environments (e.g. general education, alternate education setting, Juvenile Hall, etc.) for the purpose of providing on-going education opportunities in a safe and positive learning environment.

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

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; analyzing data; applying curriculum and instructional techniques; comparing results; conducting meetings; and estimating required resources.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; stages of child development; behavioral management strategies; assessment instruments and techniques; and, methods of instruction and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive professional relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking, 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Certificates and Licenses

Valid California Special Education Teaching Credential
or combination of credentials authorizing service as a
Resource Specialist
Valid Driver's License & Evidence of Insurability
English Learner Authorization
Autism Authorization

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date