

SAN YSIDRO SCHOOL DISTRICT

TITLE: Resource Specialist
DEPARTMENT: Special Education
FLSA: Exempt
Created: September 2017

REPORTS TO: Site Administrator
CLASSIFICATION: Certificated
SALARY: Educator's Salary Schedule
Board Approved: October 12, 2017

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

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Teaches students with disabilities in special education resource specialist program in accordance with IEP.
- 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.
- 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.
- Periodically, no less than annually, updates academic assessments and reviews progress with each student, his/her parents, and general education teacher.
- Provides planned prescriptive learning experiences in all instructional areas so as to effectively and properly stimulate the child's desire to learn.
- Demonstrates teaching and classroom management control strategies that are considered appropriate and effective in meeting the needs of each student in both academic and nonacademic areas.
- Collaborates in the development and implementation of behavior management techniques as appropriate.
- Observes student behavior in the general education classroom and consults with teachers regarding these behaviors.
- Provides appropriate activities and opportunities to enhance the student's development of a positive self-concept.
- Coordinates individualized educational plans of students with special needs with general education program and school staff
- Provides consultation to school staff and parents which may relate to student assessment, specialized instruction, management, and guidance.
- Communicates effectively and works cooperatively with all other school district personnel, parents, other agencies for the best interests of each student.
- Maintains professional growth in the knowledge, laws, regulations, and practices of the education of students with special needs that will enable him/her to work more effectively with children.

- Maintains and completes records, individual data, reports, etc., that may be required by the district, state, and/or federal policies or regulations.
- 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.
- Attends Special Education in-service meetings when his/her participation is required.
- Performs other duties as assigned.

KNOWLEDGE

- Demonstrate knowledge of oral and written communication skills, a thorough understanding of Common Core Standards, and various instructional and management strategies.
- Demonstrate knowledge of programs for students with disabilities.
- Demonstrate proficiency in the use of technology (i.e. software, etc.) and technological devices and how the utilization of such technology improves the delivery of curriculum and increases student performance.

ABILITIES

- Ability to meet deadlines and schedules.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to maintain a variety of reports and files related to assigned activities.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Education Specialist Credential
- BS/BA degree.

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; hearing in a noisy environment and locate the source of a sound; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects and monitor student activities.