

*Mesa Union School District
Certificated Personnel*

CLASS TITLE: Resource Specialist

BASIC FUNCTION:

Under the general direction of the principal provides specialized instruction and services to students with exceptional needs. The pupils enrolled in the Resource Specialist Program are assigned to a regular teacher for the majority of their school day and receive direct Resource Specialist instruction or services, either individually or in small groups, as specified in their Individualized Education Programs.

DUTIES AND RESPONSIBILITIES

1. Provides instruction and services for pupils whose needs have been identified in an individualized education program developed by the individualized education program team and who are assigned to regular classroom teachers for the majority of the school day.
2. Provides standardized formal and/or curriculum-based assessment to assist in determination of eligibility for special education services, academic achievement.
3. Provides information and assistance to individuals with exceptional needs and to their parents.
4. Provides consultation, resource information, and material regarding individuals with exceptional needs to their parents and to regular staff members.
5. Coordinates special education services with the regular school programs for each individual and exceptional needs enrolled in the resource specialist program in accordance with legal requirements.
6. Monitors pupil progress on a regular basis, participate in the review and revision of individualized education programs, as appropriate, and refer pupils who do not demonstrate appropriate progress to the individualized education programs, as appropriate, and refer pupils who do not demonstrate appropriate progress to the individualized education program team.
7. Establishes and maintains standards of student behavior needed to provide a productive learning environment.
8. Supervises pupils in previously specified out-of-classroom activities during the workday.
9. Participates in staff meetings, curriculum, and other developmental programs.
10. Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.

KNOWLEDGE OF:

Effective school operations and management
Variety of curriculum used in K-8 classrooms
Modern effective teaching and facilitation practices and strategies
Objectives, policies, procedures, regulations, and laws related to assigned programs and services
Applicable sections of the State Education Code and other applicable laws
Technical aspects, procedures, and practices of the educational administrative area.
Interpersonal skills using tact, patience and courtesy
Operation of a computer
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students
Correct English usage, grammar, spelling, punctuation and vocabulary
Public speaking techniques.

ABILITY TO:

Provide a variety of professional-level services
Assist in planning, implementing, and evaluating comprehensive programs
Monitor and evaluates programs to assure the consistent delivery of services.
Assure compliance with program objective, goals, and applicable laws and regulations
Communicate with peers in a coaching setting

Plan, implement, and evaluate course and program components for effectiveness and for delivery of desired services.
Plan, develop, deliver, and facilitate in-service training, workshops, and related program activities
Create technical assistance models
Administer, coordinate, and review planning projects involving all levels of school personnel
Establish and maintain cooperative and effective working relationships with others
Read, interpret, apply and explain rules, regulations, policies and procedures
Maintain current knowledge of program rules, regulations, requirements and restrictions
Analyze situations accurately and adopts an effective course of action
Work independently with little direction
Maintain records and prepares reports

EDUCATION:

Education Specialist Mild/Moderate, Moderate/Severe.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, families, district staff and the public. Services are provided in classroom, individual and/or small group instruction.

ENVIRONMENT:

Office and classroom environment; subject to driving to conduct work; may be required to use personal vehicle in the course of employment

PHYSICAL CHARACTERISTICS:

- Sit and stand for extended periods of time
- See and read printed material with or without visual aids
- Hear and understand speech at normal classroom levels, outdoors and on the telephone
- Speak so that other may understand at normal classroom levels, outdoors and on the telephone
- Stand, walk, bend over, reach overhead, grasp, push, pull, move lift and/or carry up to 25 pounds to waist height.

Approved:

Mesa Union School District
Somis, California