

Job Description Resource Specialist (RSP) Teacher- Special Education

PRIMARY FUNCTION

The Resource Specialist (RSP) Teacher works under the direction of the school principal and the Director of Special Education. The Resource Specialist Teacher works with those pupils who are identified by the IEP team and have a written individualized education program. The Resource Specialist Teacher provides direct services to these individuals on a one-to-one or group basis. Instruction occurs in an appropriate educational setting and may include the general education classroom. The Resource Specialist, with other IEP team members, defines specific goals and objectives in the written individualized education program and participates in the annual review, triennial review and any special review of the pupil's progress.

BASIC DUTIES AND RESPONSIBILITIES

In addition to direct instruction and services to individuals with exceptional needs, the Resource Specialist Teacher also provides the following services:

- Provides consultation, resource information, and materials regarding students with exceptional needs to parents and general education teachers;
- Coordinates special education services with general and preschool programs;
- Monitors pupil progress, participates in review and revision of individualized education programs, and refers pupils who do not show progress; and,
- Provides emphasis at the secondary level on academic achievement, career and vocational development, and preparation for adult life.

QUALIFICATIONS

Education Specialist Instruction Credential – Mild/Moderate or Moderate/Severe

OR

Specialist Instruction Credential with LH or SH Authorization AND Resource Specialist Certificate

- Strong communication abilities;
- Understanding of general special education testing concepts, methods;
- Behavioral analysis and positive intervention skills;
- Ability to consult with professionals; and,
- Ability to diagnose and provide remediation of various types of learning disabilities.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Practices and procedures of instruction, assessment and program planning for special education students with primary learning disabilities, mild to moderate mental retardation, attention deficit and attention deficit hyperactivity disorders, and serious emotional disturbances.
- Basic subjects taught in District schools including mathematics, reading, writing, language arts and spelling.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Child guidance principles and practices related to children with special education needs.
- Classroom procedures and appropriate student conduct.
- Problems and concerns of students with special needs.
- Applicable laws, codes, regulations, policies and procedures.
- Research methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Operation of standard office and classroom equipment including a computer and assigned software.

ABILITY TO:

- Provide instruction, assessment and program planning for special education students with primary learning disabilities, mild to moderate mental retardation, attention deficit and attention deficit hyperactivity disorders, and serious emotional disturbances.
- Monitor and evaluate student progress and behavior.
- Research, obtain and provide instructional materials for special education services.
- Serve as an informational resource for students, parents, District personnel and community organizations.
- Understand and relate to students with special needs.
- Follow District organization, operations, policies and objectives.
- Follow department and program objectives and goals.
- Interpret, apply and explain policies, procedures, rules and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Prioritize and schedule work.
- Maintain records and prepare reports.

- Operate standard office and classroom equipment including a computer and assigned software.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information.
- See to read a variety of materials.

EXPERIENCE AND EDUCATION REQUIREMENTS

Three (3) or more years of teaching experience, including both regular and special education.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will be an indoor office work environment and include visitations to the sites.

PHYSICAL ABILITIES

The employee must be able to: Lift, carry, push and/or pull items with a strength factor of light work. Hear and speak to exchange information in person and on the telephone. Possess dexterity of hands and fingers to operate a computer keyboard and adjust computer equipment. Bend at the waist, kneel, or crouch. Sit or stand for extended periods of time. Climb a stool or ladder and reach above shoulders.

LICENSE

Possession of a valid California Drivers' License and current proof of insurance are required.