



Leadership • Collaboration • Support

JOB TITLE: Resource Specialist

Teachers Salary Schedule

PRIMARY FUNCTION

Provides direct instruction to and coordinates services for students with exceptional needs enrolled in programs provided by the County Office of Education.

DIRECTLY RESPONSIBLE TO

Director, Special Education or designee

MINIMUM QUALIFICATIONS

Valid California Resource Specialist Certificate of Competence or other qualifying credential.

EXAMPLES OF DUTIES

- Provides instruction and directs services for all students on an individual or small group basis.
- Assists regular classroom teachers in identifying those students who appear to have exceptional needs not met within the regular program.
- Assists education staff in identifying those students who would benefit from the regular classroom program with support from the resource specialist.
- Assists school personnel in the screening process.
- Assists in the assessment of those students who are suspected of having learning problems and who have been referred to the Individualized Education Program team.
- Participates in IEP meeting.
- At the secondary level, provides for career and vocational development including individual transition plans.

- Evaluates and reviews student progress on a regular basis and facilitates the revision of the Individualized Education Program as necessary.
- Maintains records reflecting growth performance of each student enrolled in the program.
- Consults with parents, regular classroom teachers, special education teachers and other specialists regarding students who have been admitted to the County Office programs.
- Organizes and distributes materials to be used by students.
- Coordinates special education services with the regular education activities in conjunction with the site administrator for each student enrolled in the County Office programs.
- Attends special inservice training sessions conducted by the district or county.
- Coordinates inservice sessions or workshops for staff and/or parents.
- Performs other duties as assigned within the scope of Resource Specialist.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (70%)

Walking (20%)

Sitting (10%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (4)

Bending (4)

Pushing and/or
Pulling Loads (4)

Reaching
Overhead (3)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)