

***Special Education  
Resource Specialist Teacher***

***Job Description***

**Job Title:** Special Education Resource Specialist Teacher

**Classification:** Certificated

**Reports to:** Director of Special Education; and other members of the administrative team

**Summary of the Job**

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.*

**The Resource Specialist provides:**

- 1) Support for the instructional program for students with special needs;
- 2) Pertinent information and consultant services to staff members and parents;
- 3) On-going student assessment and evaluation;
- 4) On-going planning with regular classroom teachers and also promotes and supports the school Student Study Team/SST.
- 5) Instruction in all the content areas.

**Essential Duties and Responsibilities:**

- Develops educational plans (IEPs) for the purpose of meeting the individual needs of exceptional students
- Evaluates students for the purpose of identifying student needs
- Coordinates services to students for the purpose of ensuring efficient instructions and an effective cohesive program
- Teaches/instructs students for the purpose of ensuring successful progress towards student's goals and objectives
- Consults/collaborates with staff, parents, and agencies for the purpose of ensuring appropriate delivery of services and adherence to due process
- Schedules services for students for the purpose of providing efficient and effective services for students
- Knowledge and skill to provide instruction in the areas of English language Arts, math, and algebra

**Education and/or Experience:**

- Bachelor's Degree, including appropriate coursework in education

- Special Education Credential and Resource Specialist Certificate (or be eligible for an Emergency Credential or waiver)
- A valid California driver's license and proof of automobile insurance.
- Department of Justice fingerprint clearance
- Minimum three years teaching experience

**Skills, Knowledge and/or Abilities Required:**

**Knowledge of:**

- K-12 core curriculum content
- A variety of appropriate assessment tools to identify students with special needs
- How to implement an integrated instructional program
- How to write effective, meaningful student goals and objectives
- Appropriate options of delivery methods and services
- How to coordinate services with the regular education classroom and program
- Appropriate modifications and/or accommodations and interventions of classroom curriculum
- Due process rights and procedures
- Effective interpersonal communication techniques

**Ability to:**

- Coordinate service with the regular education teacher and work with core curriculum
- Administer a variety of assessments
- Plan for effective, meaningful integration of student instruction
- Implement curriculum that addresses student goals and objectives
- Deliver methods and services to match specific student needs
- Work with regular teachers in a team effort to plan curriculum and student support
- Develop and implement modifications and intervention strategies
- Document necessary federal and state due process rights and procedures
- Work with staff using effective communication techniques

**Skills to:**

- Work with core curriculum and know where and how to access core curriculum content material
- Interpret and evaluate assessment results
- Coordinate curricular areas to help establish an integrated program for each student
- Conduct on-going evaluation of student goals and objectives
- Evaluate effectiveness of strategies and techniques used and adjust instruction and delivery as needed
- Work on a daily basis with teachers to develop and maintain teaming/communication

- Support classroom modifications and intervention strategies
- Translate all necessary documentation in an understandable format on Special Education forms and files
- Use effective and appropriate communication techniques with students, parents, staff, agencies and community members
- Work with students with exceptional needs
- Modify core curriculum and implement appropriate teaching strategies

Qualifications:

- **Language Skills:** Have a great command of the English language. Spanish Bilingual preferred.
- **Mathematical Skills:** Mastery of basic math and Algebra.
- **Technology Skills:** Able to use excel, Word, PowerPoint, communicate via email, Google Docs
- **Reasoning Ability:** Able to initiate tasks, plan, and problem solve
- **Personal Qualities:** Prompt, team player, flexible
- **Transportation:** Able to drive to locations assigned to provide supports and services, to professional development opportunities

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.