

SANTA CRUZ COUNTY OFFICE OF EDUCATION

RESOURCE SPECIALIST

DEFINITION

To provide specialized instructional services to students with learning disabilities; to provide consultation to instructional staff members; to coordinate in-service programs and student placements; and to promote curriculum development and parent education.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in determining eligibility of students for specialized instructional services.

Provide individualized instruction to students with documented learning disabilities.

Assess instructional programs and provide consultative services as needed.

Coordinate in-service programs and parent education activities.

Promote curriculum development and instructional program modification and improvement activities.

Coordinate student placements involving the identification and transfer process to alternative classroom settings.

Interpret specialized educational program objectives to students, parents, staff members, districts, community members, and other as required.

Review, prepare, and maintain records and confidential files, and write reports.

Promote development of positive self-esteem and feelings of accomplishment with students and instructional staff members.

Participate in professional development activities to maintain/increase competency in assigned Resource Specialist activities.

Identify potential or emerging problems and conduct appropriate follow-up with instructional and/or administrative staff.

Perform related specialized educational resource services as assigned.

Attend and serve as Administrative Designee as required at meetings held for student Individualized Education Programs.

Administer tests and other assessment measures to students, interpret results and prepare reports.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Effective methods, practices, and resources related to specialized instructional programs;

Applicable rules and regulations pertaining to student placement in special educational programs.

Varied assessment processes used to determine student eligibility and placement in individualized educational programs;

Pertinent state and federal regulations, guidelines, legal mandates, and educational codes related to delivery of resource specialist services.

Organize and prioritize the delivery of required specialized instructional services in an effective and timely manner.

Interact with colleagues, staff, parents, students, and the public in an open and constructive manner.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

Skill and Ability to:

Apply pertinent state and federal regulations, guidelines, legal mandates, and educational codes related to delivery of resource specialist services.

Organize and prioritize the delivery of required specialized instructional services in an effective and timely manner.

Interact with colleagues, staff, parents, students, and the public in an open and constructive manner.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Bachelor's degree.

Experience:

Recent experience in a special education program, preferably in a county office of education setting.

License or Certificate:

Possession of an appropriate Teaching Credential with Resource Specialist authorization.

Possession of a valid Class C California Driver's License.

Insurability by the designed liability carrier for the Santa Cruz County Office of Education.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following skills and working environment:

Sitting frequently on a daily basis; standing and walking short distances; occasional lifting of 10 lbs. or less; frequent use of hands, vision, hearing, speech/language processes; ability to use a variety of instructional materials and supplies, telephone, computer, files, tape recorder, luggage cart and automobile.

Assigned work is normally performed in a school site environment. Frequent travel between school sites is required along with continuous contact with school staff, students, parents, community agencies, and the general public.

Approval Date: September, 1995.