

## **SYLVAN UNION SCHOOL DISTRICT JOB DESCRIPTION**

**JOB CLASSIFICATION TITLE:**

**RESOURCE SPECIALIST**

### **DESCRIPTION OF POSITION**

Assist in identifying and diagnosing students with special needs and learning disabilities; provide services and support to the student and his/her teacher and school team to enable successful learning and functioning in the least restrictive environment.

### **DIRECTLY RESPONSIBLE TO:**

Assigned Principal(s)

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Participates as a member of the student Study Team or Site Intervention Team in coordinating or performing the needed testing and assessment required to determine the student's needs and placement.
2. Acts as a resource to the school staff in the resource specialists' areas of expertise, i.e., assessment, remediation of basic skills as requested by the school being served.
3. Develops, updates, and monitors the Individual Education Plan (IEP) of students placed in the Resource Specialist Program.
4. Assists the principal and staff in the development of programming which allows the student to succeed in the general education classroom. Conducts in-services, professional development, and shares ideas to assist in meeting the needs of students with special needs in the regular classroom.
5. Establishes meeting dates in coordination with the principal and works with staff and family on assessment plans.
6. Provides remedial instruction, as prescribed in the written instructional plan, for those students identified as having deficits in their learning.
7. Helps coordinate all efforts to appropriately involve parents/guardian parents in the implementation of the Individual Education Plan (IEP).
8. Trains and supervises the Resource Specialist Aide.
9. Aids and assists teachers in the classroom setting, as needed.
10. Maintains professional competence through participation in professional development activities provided by the district and/or self-selected professional growth activities.
11. Shares in sponsorship and/or supervision of student activities, to support students in social-emotional learning and social skills.
12. Serves as a liaison for parents/guardians/supporters of children in the resource program.
13. Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree, including all courses needed to meet credential requirements.
- Valid California Credential authorizing service in special education.
- 2 or more years of teaching experience preferred.

**PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.*

With or without the use of aids:

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally with arms.

**PERSONAL QUALITIES:**

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with parents and staff in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to innovate and work cooperatively, collaboratively, and professionally with all stakeholders.

**Board approval: Pending**  
**SEA Approval: Pending**