

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESOURCE SPECIALIST

BASIC FUNCTION:

Under the direction of a site administrator or the Director-Special Education & SELPA, provide instruction, assessment and program planning for special education students; 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.

ESSENTIAL FUNCTIONS:

Provide instruction, assessment and program planning for special education students; participate in preparing Individual Education Plan goals and objectives for eligible students; suggest alternate resources, programs or interventions for ineligible students.

Monitor and evaluate progress and behavior of eligible special education students; oversee short-term student instruction for ineligible students; prepare report card grades as appropriate.

Research, obtain and provide instructional materials for special education services.

Serve as an informational resource for students, parents, District personnel and community organizations; respond to inquiries and provide information, recommendations and interpretation of student records.

Receive and respond to referrals from faculty, psychologists, parents, administrators, physicians and other personnel; provide screening and academic assessment for special education students referred by the Student Study Team and other organizations; interpret assessment results for team members; write behavior support plans.

Prepare and maintain a variety of records and reports related to assigned activities and student progress and behavior; retrieve official records for parents and District personnel as requested.

Coordinate and conduct various team meetings and implement team recommendations as assigned.

Train and provide work direction and guidance to assigned personnel; organize and conduct in-services for parents or staff as directed.

Operate a variety of office and classroom equipment including a computer and assigned software.

Monitor Department expenditures as appropriate.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices and procedures of instruction, assessment and program planning for special education students.
Basic subjects taught in District schools including arithmetic, reading, writing, grammar 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.
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.
Learn District organization, operations, policies and objectives.
Learn 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.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree and three years teaching experience in a special education program.

LICENSES OR OTHER REQUIREMENTS:

Valid California Special Education Teacher Credential.
Resource Specialist Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment.