

HUNTINGTON BEACH CITY ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: RESOURCE SPECIALIST

BASIC FUNCTION:

Under the direction of the Principal or assigned supervisor, provide direct instructional services, identify and implement appropriate support services, and provide consultation services to regular program teachers in conformance with Individual Education Plans (IEPs) assigned learning disabled students.

REPRESENTATIVE DUTIES:

Coordinate educational services and guidance to individuals with exceptional needs and their parents or guardians with school staff. *E2*

Provide appropriate staff members with consultant services, resource information and materials regarding assigned students. *E3*

Recommend appropriate support services to be rendered by such persons as designated instructional personnel, classroom teachers, school psychologists, counselors, health personnel, and social workers to share responsibilities for implementation of the student's IEP. *E1*

Consult with and maintain close working relationship with school psychologists in recommending prescriptive teaching for IEP plans. *E1*

Prepare diagnostic studies utilizing educational assessment tools. *E3*

Analyze the method of functioning of assigned individuals and establish specific objectives for their Individual Learning Plan (ILP). *E1*

Coordinate activities and communicate with appropriate personnel in the development and implementation of a program of in-service training for regular classroom teachers, special class teachers, parents and students. *E1*

Assist the Principal or assigned supervisor in establishing the School Appraisal Team (SAT) and serve as a member of SAT.

Participate in providing additional instruction to identified individuals with exceptional needs who have been assigned to the regular classroom teachers for half or more of their school day according to their IEP's as assigned.

Evaluate pupil progress in special and regular class settings according to established timelines and revise individual instructional plans as appropriate.

Assist in adapting present equipment and materials to meet the specific needs of individuals with exceptional needs in special and regular class settings.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Basic record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Basic research methods.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of
- District students.

Ability To:

- Function as a leader of others.
- Perform complex or varied tasks.
- Make generalizations, evaluations or decisions without immediate supervision.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of technological advances in the field.
- Complete work with many interruptions.
- Determine appropriate action within clearly defined guidelines.
- Understand and work within scope of authority.
- Work independently with little direction.

- Meet schedules and time lines.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced preparation in special education and three years teaching experience including at least two years of experience in a special education program.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Teaching Credential authorizing service at the assigned grade level.
- Valid Special Education Credential.

WORKING CONDITIONS:

Environment:

Indoor work environment.

Physical Abilities:

- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Seeing to read and prepare records and reports.