

OPTIONS FOR YOUTH JOB DESCRIPTION

Job Title: Resource Specialist Teacher

Dept: Special Education

Work Class: Professional

Reports To: Supervisor of Special Education

FLSA Status: Exempt

GENERAL SUMMARY:

The Resource Specialist will support instruction in reading, math, and written language for K-12 students; tutor individual and small groups of students based on IEP goals; administer and score academic testing; and write individualized education plans. In addition, RSP will conduct IEP meetings. Provides direct instructional support.

The primary goal of this position is to support and carry out the instructional leadership team goals of 100% retention, 100% CAHSEE pass rates and all charters achieve a 9 or 10 compared to similar schools in a state wide average.

ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO:

- Provide instruction to students with special needs and identified learning disabilities in a resource specialist program.
- Tutor individual and small groups of students, reinforcing language and reading concepts and academic needs as specified in the IEP.
- Administer and score individual and group tests and standardized achievement tests.
- Conduct IEP meetings.
- Consult with the general education teacher, parent, and other relevant individuals regarding accommodations, interventions, resources, and other supports needed to assist special needs students in accessing their curriculum and benefitting educationally in the independent study environment.
- Communicate and coordinate special needs evaluation and testing with speech teacher, psychologist, and other service providers.
- Communicate with parents regarding individual student progress and conduct.
- Maintain progress records and record progress toward IEP goals.
- Perform other duties in support of the Resource Specialist program.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to travel 50% or more of the time.
- Ability to adequately support the instructional needs of special students, grades 7 through 12

KNOWLEDGE, SKILLS, AND ABILITIES PREFERRED:

- High academic standards.
- Ability to work with children of all ages.
- Ability to understand, adopt, and support the independent study concept and its philosophy.
- Ability to organize and present ideas effectively in oral and written form.
- Ability to make skillful decisions.
- Ability to work under pressure and meet deadlines.
- Ability to operate a PC computer, word processor, copier, FAX, and other office machines.

EDUCATION REQUIREMENTS

- Educational Specialist Credential I or II, or credential in special education with specification in mild to moderate disabilities, or ability to obtain Education Specialist Credential with specification in mild to moderate disabilities.

*The specific statements shown in each section of this description are not intended to be all-inclusive. They describe the general nature and level of work being performed and/or represent typical elements and criteria considered necessary to successfully perform the job. The Company retains the discretion to add to or change the duties of the position at any time.
