

# MONTEREY COUNTY OFFICE OF EDUCATION

## RESOURCE SPECIALIST SPECIAL EDUCATION

CLASSIFICATION: Certificated

SALARY LEVEL: I - VIII

### DEFINITION

The Resource Specialist works under the direction of the Director of Special Education Programs and serves as a resource to students and teachers at Special Education Schools.

### SUPERVISOR

Director, Alternative Education

### POSITIONS SUPERVISED

Instructional Assistant

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EXAMPLES OF DUTIES

#### ESSENTIAL DUTIES

Coordinates special education services with the regular school program for each individual with exceptional needs enrolled in the Resource Specialist Program; participates in the review and revision of individualized programs, as appropriate; uses all aspects of core curriculum for all assigned students; teaches compensatory strategies to enable children to access the core curriculum to the maximum extent possible; uses strategies to modify the core curriculum to enable learning disabled students to learn the same information as all other students; uses diagnostic procedures to identify specific learning disabilities; provides coordination, staff development, inservice and parent education; implements pertinent laws, regulations and compliance requirement and complies with Monterey County Office of Education Board Policies and Administrative Regulations.

#### OTHER DUTIES

Performs other job-related tasks as required.

### PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and operate school equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead, climb and/or run; physical mobility sufficient to move about the work environment (office, district, from school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; physical tolerance to be exposed to foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## REQUIRED QUALIFICATIONS

- o California Credential authorizing service as a Resource Specialist
- o Experience in teaching adolescent students with exceptional needs
- o Possess an appropriate California operator's license issued by the State Department of Motor Vehicles with State minimum insurance coverage
- o Knowledge of diagnostic procedures to identify specific learning disabilities
- o Knowledge of core curriculum
- o Knowledge's, skills and abilities of pertinent laws and regulations
- o Ability to provide staff development, in-service and parent education
- o Ability to interact with and maintain cooperative relationships with all levels of staff and the public
- o Ability to communicate effectively in the English language both orally and in writing

## DESIRABLE QUALIFICATIONS

- o Experience working in a court school setting
- o Ability to speak the Spanish language