

MONTEREY COUNTY OFFICE OF EDUCATION

RESOURCE SPECIALIST

CLASSIFICATION: Classified

SALARY LEVEL: 34

WORK YEAR:

DEFINITION:

Under the general supervision of the Director or Principal, the Resource Specialist manages and maintains resources for use by teachers in teaching students; provides clerical and other non-instructional support related to the assignment.

SUPERVISOR:

Director
Principal

POSITIONS SUPERVISED:

None

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.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Adapts, makes, and/or designs resources for teachers, therapists and others for use with students throughout MCOE
- Organizes and maintains resources, checks out and tracks resources
- Orders and receives resource materials, books and supplies
- Barcodes materials and maintains inventory
- Maintains work areas and program materials for use by students working with their teachers and parents
- Acquires and expands expertise to support specialized areas with resource materials
- Advises teachers of student needs and of resources available to meet specific student needs
- Trains staff and others in the use of available resources
- Administers and proctors student assessments including but not limited to software installation and maintenance, and troubleshooting before during and after the actual administration of the assessments
- May provide direct student support by providing resources for student labs
- Provides clerical support including but not limited to: typing/word processing, copying, manipulating and maintaining computer data base information systems, maintaining filing systems, record keeping, records and composing correspondence for program administrator

- Performs other job related tasks as assigned and complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties 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 and business machines; 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 in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience:

- Any combination of education equivalent to a high school diploma
- Any combination of post-secondary education, experience and training equal to three (3) years of secretarial experience including no less than two (2) years of progressively responsible clerical, administrative, secretarial, resource center and/or technical experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties

Knowledge of:

- Modern office procedures and practices, including filing systems, reception and telephone techniques, letter and report writing techniques
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices
- English usage, spelling, grammar, punctuation, and report and/or letter writing

Skills and Abilities:

- Performs secretarial work of intermediate difficulty with accuracy and without close supervision
- Interact with and maintain cooperative relationships with those contacted in the course of work
- Demonstrate positive interpersonal skills using tact, patience and courtesy
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Communicate in English, clearly and concisely, both orally and in writing
- Operates standard office machines included but not limited to computer, scanner, copier, tablets, including ability to maintain and troubleshoot routine
- Perform mathematical calculations with speed and accuracy

- Plan, formulate and execute clerical procedures and directives, in accordance with assigned duties and office policies
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting
- Some positions in this classification may require bilingual, bi-literate skills (English/Spanish)
- Design, prepare and/or adapt instructional resource materials in a support capacity
- Organize and maintain instructional resource materials

Desirable Qualifications:

- Experience in a public education environment

Licenses and Certifications:

- Possession of a valid California driver's license with evidence of insurability

Available Stipends:

- There is a 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish, sign language, and Braille, as certified by MCOE

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