Brief Description of Position
Provides and coordinates an educational program for learning handicapped students who are enrolled in resource specialist programs through assessment, direct instruction and consultation; provides collaboration and inservice for regular program teachers and support services personnel.

Major Duties and Responsibilities
1. Provides instruction and direct services for all students enrolled in the resource specialist program on an individual or small group basis either in a resource center or in the regular classroom.
2. Assists regular classroom teachers in identifying those students who may have exceptional needs not being met in the regular program.
3. Assists in the assessment and written report for students who are suspected of having learning disabilities and who have been referred for special education consideration.
4. Serves as a member of the Individual Education Plan (IEP) team for all special education identified students enrolled in their resource specialist program as well as for students for whom they have performed assessments.
5. Assumes responsibility for writing annual goals and short-term objective of Individual Educational Plans for the identified students after obtaining input from appropriate personnel.
6. Demonstrates knowledge of and ability to task analyze and design appropriate educational activities to implement the goals and objectives stated in the Individualized Education Program (IEP).
7. Implements various behavior control and modification techniques as part of the instructional program.
8. Provides for career and vocational assessment and development and focus on academic achievement and the attainment of competencies for those resource specialist program students in grades 7-12.
9. Evaluates and reviews student progress on a regular basis, reports progress to the IEP team as least annually and facilitates the revision of the IEP as necessary.
10. Maintains resource specialist program records reflecting growth and/or performance of each identified student enrolled in the program and such other records as required.
11. Provides information and assistance to identified students enrolled in the resource specialist program and their parents as needed.
Job Description - Special Education Resource Teacher

12. Provides consultation, collaboration, resource information and materials regarding identified students enrolled in the resource specialist program to their parents and to regular staff members.

13. Coordinates special education services with regular and categorical school programs for each identified student enrolled in the resource specialist program.

14. Coordinates inservice on special education topics at least annually for site level regular program staff and parents.

15. Maintains professional competence through participation in special inservices and staff development training sessions offered by the District and the Special Education Local Plan Area.

16. Confers on a regular basis with regular program teachers to assure instructional continuity, delivery of the core curriculum, and complete implementation of the IEP.

17. Provides an appropriate physical and psychological environment to establish and reinforce acceptable student behavior, attitudes, and social skills and self-image.

18. Participates in the evaluation of the resource specialist program.

19. Performs other related special education duties as specified by the Special Education Local Plan Area, site administrator and Director of Educational Services.

Other Duties and Responsibilities
1. Serves as a member of the site Student Study Team.
2. Keeps abreast of new instructional equipment and materials that might be used in remedial instruction.
3. Demonstrates knowledge of federal and State laws that affect special education.
4. Informs parents of special education rights and procedures.
5. Orders appropriate instructional materials/equipment, supplies and books.
6. Informs the Office of Special Education of any changes in students' status or demographic information.

Supervision Exercised and Received
Under the immediate direction of the site administrator/designee with staff assistance from the Special Education Program Specialist and the Director of Educational Services.

POSITION QUALIFICATIONS

Minimum Qualifications
1. Credential Any valid credential issued by the State of California to perform the services of a special education teacher, plus the Resource Specialist Certificate of Competence.

2. Education Bachelor's degree, including all courses needed to meet credential requirements.

Job Description - Special Education Resource Teacher
3. **Experience**  Three years of successful classroom teaching experience including special education classes.

4. **Personal Qualities**  Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from student teaching supervisors or other professionals who have observed the personal characteristics, scholastic attainment, and classroom performance of the teacher.

August 1990