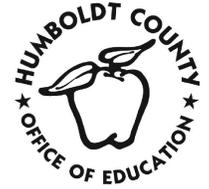


HUMBOLDT COUNTY OFFICE OF EDUCATION  
CERTIFICATED JOB DESCRIPTION

RESOURCE SPECIALIST TEACHER



*Garry T. Eagles, Ph.D.*  
*Superintendent*

General Description

The Resource Specialist Teacher shall report directly to the designated program administrator and assume responsibility for providing consultation, resource information and materials development as may be needed to address the instructional objectives established for students through the IEP process. The Resource Specialist Teacher provides direct individual and small group instruction both within the classroom and on a “pull-out” basis as a supplement to the regular or other special class instructional program in which students may be enrolled.

Minimum Qualifications

1. Posses and maintain a valid California Special Education Credential to teach individuals with exceptional needs.
2. Demonstrate competence in communicating effectively with children and parents, staff members and representatives of other agencies.
3. Possess specialized skills, pupil assessment, experience and training in the areas of curriculum development, innovative instructional strategies and use of emerging technology.

Duties and Responsibilities

1. Assists the IEP team with student assessment, individualized instructional plan design, implementation and progress monitoring for each student.
2. Provides advice on establishing and maintaining a classroom atmosphere and environment which lessens the impact of the student’s handicapping condition.
3. Facilitates the student’s mainstreaming process by providing support services to the regular and/or special education classroom teacher.
4. Administers appropriate educational assessment instruments and interprets data derived therefrom.
5. Assists in providing instructional leadership and coordination of special education services at the building level and within a program area.

6. Provides small group and individualized instruction when appropriate and within IEP guidelines.
7. Demonstrates methods, techniques and educational strategies to facilitate student learning.
8. Develops modified lesson plans and related curricular materials for use by other special education or regular education staff upon request.
9. Trains school staff in skills needed to program instruction for identified students.
10. Assists in transition of students from program to program in keeping with goals identified by IEP team.
11. Coordinates the delivery of student services of paraprofessionals and volunteers as appropriate.
12. Designs, implements, monitors and reviews as needed appropriate IEP's for students and records pupil progress accurately and timely.
13. Establishes and maintains comprehensive student/program files as required.
14. Provides a positive learning environment that stimulates student learning and maintenance of skills.
15. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.
16. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.
17. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
18. Effectively communicates with staff, parents, and agencies.
19. Attends regular and special staff meetings and actively participates as a member of the educational team.
20. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
21. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.
3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

The Humboldt County Office of Education is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the office.

For further information concerning the specific requirements of any particular assignment, please contact the Personnel Office.

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