

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title:	Resource Specialist	Reports To:	Director, Student Support Services/ Special Education
Department:	Certificated Personnel	Classification:	Certificated
Work Year:	10 Months	Salary:	Certificated Salary Schedule

Basic Functions:

Under the general supervision of the special education administrator and the daily supervision of the site administrator, provides instruction and services for those pupils whose needs have been identified in a written individualized education program developed by the school appraisal team or the educational assessment service and who are assigned to regular classroom teachers for a majority of school day, and performs other duties as related to the implementation of PL 94-142 and AB1250.

Representative Duties:

1. Assist the School Appraisal Team in decisions regarding placement and in the development of individualized Education Plans for students considered for the Resource Specialist Program.
2. Provide direct instructional service to handicapped children on a pullout basis and provide consultant service to their regular class teachers; provide overall direction and supervision of the Resource Specialist Instructional Assistant.
3. Conduct educational assessments to determine pupil qualification for Resource Specialist Program and to maintain progress of students assigned to the program.
4. Participate in staff development activities as provided by the Auxiliary Education Department and the Riverside county Consortium.
5. Train and provide work direction and guidance to assigned personnel; organize and conduct in-services for parents or staff, as directed.
6. Arrange and conduct parent conferences assuring parent awareness of pupil progress, enlisting parent cooperation and involvement in program planning and development. Obtain authorization for special services as needed.
7. Consult with other professionals as needed in the development and implementation of the Individualized Educational Program.
8. Maintain all records as required relating to pupil attendance, program plans, and pupil progress.
9. Maintain compliance and complete Individual Education Plan's within state and federal timelines.
10. Participate in continuous evaluation and upgrading of the schools' Special Education Program.
11. Perform other duties as related to the implementation of PL 94-142 and AB1250.

Knowledge and Skills Required:

- Special Education policies and procedures.
- Oral and written communication skills

This description is not intended to encompass all duties and responsibilities that may be assigned to or performed by and individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by and individual assigned to this classification.

Education and Experience

Successful and extensive teaching experience preferred

Licenses, Certifications and Testing Required:

- Valid California Teaching Credential
- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California Drivers license
- Ability to meet No Child Left Behind requirements
- Ability to obtain English Language Authorization

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Work Day: 182 Days