

# **SIERRA UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

### **CERTIFICATED**

**JOB TITLE:           RESOURCE SPECIALIST TEACHER**

**RESPONSIBLE TO:       Site Principal**

#### **Performance Responsibilities:**

- Provide instruction according to the standards of performance expected by the District and in accordance with provisions of the CA Education Code, State Board of Education rules, the policies of the Governing Board, the adopted course of study and such other provisions.
- Provide on-going consultation and in-service to regular and special education staff on topics related to special education instruction, as required by State Law to assure the success of special education students in the regular education program.
- Seek and use innovative and effective teaching techniques and specialized equipment and materials adapted to the needs of individual students.
- Create and maintain a functional and attractive learning environment (seating arrangement, bulletin boards, learning centers, displays, etc.).
- Through the provision of appropriate pupil assessments, evaluate and monitor pupil progress and make periodic reports on the achievement and personal adjustment of identified pupils, in cooperation with the administration and support staff.
- Maintain accurate written records of pupil progress, goals and objectives, attendance and parent contacts.
- Promote development of positive self-esteem and feeling of success in children.
- Confer with parents, appropriate staff members, physicians and agency representatives to maintain consistent and appropriate students progress.
- Participate in the IEP process from referral to implementation as appropriate, including assessments, report writing, IEP meetings and development of goals and objectives.
- Increase professional competency through in-service training, conference attendance, visitations and university courses.
- Continue to keep up to date on recent research, current trends and developments in special education and related fields.
- Evaluate, select and requisition instructional materials.
- Perform basic attendance accounting activities.
- Report emergencies following established procedures.
- Attend appropriate assigned meetings.
- Maintain current knowledge of Federal, State and local procedures related to awareness and services for handicapped students.
- The authority to use discretion in all matters not covered by Board policy, reporting his/her actions to the site principal at the earliest possible time.
- Other duties as assigned.

**Minimum Qualifications:**

- Experience in education, including three years of teaching both in regular and special education.
- Ability to diagnose and prescribe appropriate interventions for students with handicapping conditions; write IEP's; monitor student progress, consult and provide information to parents and arrange for appropriate integration activities with non-handicapped peers; demonstrate strong consultative and/or teaching skills.

**Licenses and other requirements:**

- Valid Special Education Credential and Resource Specialist Certificate of Competence.

**Working Conditions:**

- School environment; subject to frequent interruptions.