

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: RESOURCE SPECIALIST**

#### **General Description**

Under the supervision of the Principal, develops, directs, and coordinates special education services to students that have been identified as individuals with exceptional needs and are enrolled in Santa Clara County Office of Education (SCCOE) programs or in charter schools sponsored by the SCCOE.

#### **Certification and Education**

Bachelor's degree from an accredited college or university; a valid California Education Specialist Instruction Credential authorizing mild to moderate and/or moderate to severe teaching credential; and/or a Resource Specialist Certificate.

#### **Knowledge, Abilities and Experience**

Demonstrated knowledge in identification of students in need of special education; a variety of assessment instruments; secondary curriculum, including vocational education; ability to design, coordinate, implement, and supervise the special education programs; communicate well orally and in writing, and work effectively with a wide variety of groups and people.

#### **Duties and Responsibilities**

##### **ESSENTIAL DUTIES:**

Plans and coordinates special education services to students; provides leadership on the Student Study Team in identifying students with special needs; coordinates the development of the proposed assessment plans; assesses, diagnoses, and evaluates the learning needs of individual students; coordinates IEP meetings; develops and writes the IEP with input from Student Study Team; evaluates student growth on a consistent basis; recommends modification of IEP as needed; disseminates progress reports to teachers; serves as a liaison to community agencies (Juvenile Probation Department, Department of Social Services, etc.), programs, and organizations providing services to high risk students; communicates with district personnel to secure information and records and to facilitate transitions.

##### **OTHER RELATED DUTIES:**

Promotes open communication with parents and students; coordinates and consults with site managers, educational specialist's, appropriate staff, parents and support staff regarding instructional planning for students with exceptional needs; plans with the regular teacher to modify assignments which students could not otherwise perform, and provides teachers with appropriate curriculum materials; consults with teachers to provide information and strategies for behavior management; disseminates ideas and suggestions to classroom teachers; provides information on available community resources; plans and coordinates the work of Resource Specialist Program paraprofessionals; supervises and provides input regarding the evaluation of the performance of Resource Specialist Program paraprofessionals; attends staff and educational meetings and other assigned meetings as required; develops professional competence through active participation in in-service presentations and professional growth seminars; assumes other matters and responsibilities as assigned.

**Working Conditions**

Working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.

**Physical Demands**

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

**Environment**

Duties are performed in a specialized classroom or office environment.

Approved:	 <hr style="border: 0; border-top: 1px solid black;"/> Anisha Munshi, Ed.D. Assistant Superintendent-Personnel Services	8/26/19 <hr style="border: 0; border-top: 1px solid black;"/> Date
-----------	--	---

Approved: 9/8/86  
 Revised 5/14/96, 2/8/2011, 6/14/2011 (Updated Working Conditions and Physical Demands)  
 Revised 4/3/13 (Changed Alternative Education to SCCOE or charter schools)