



**RESOURCE SPECIALIST  
(Charter School)**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Coordinator/Principal, Charter School

**ESSENTIAL FUNCTIONS:**

1. Assess students to determine present performance levels, learning styles and areas of disability.
2. Locate, prepare, and maintain appropriate student records, files and reports.
3. Assume primary responsibility for development and implementation of the Individual Education Plan.
4. Provide instruction and services to students who qualify for special education services.
5. Coordinate special education services and regular classroom activities for students enrolled in the Resource Specialist Program.
6. Consult with parents, regular classroom teacher and other specialists regarding students who have been admitted to the Resource Specialist Program.
7. Plan and coordinate the work of resource instructional aide.
8. Prepare schedules and timelines to implement educational activities.
9. Evaluate and review pupils' academic and social progress.
10. Maintain professional competence through participation in personal development activities.
11. Create a functional and attractive environment for learning.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Background in assessment, development and interpretation of Individualized Education Programs;
2. Knowledge of current trends, innovations and exemplary practices in special education.
3. Willingness to adhere to the policies and regulations of the Office of Kern County Superintendent of Schools.

4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
  5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
- B. Professional Qualifications:
1. Selection of appropriate materials for working effectively with individuals with exceptional needs.
  2. Ability to work cooperatively and effectively with colleagues and parents.
  3. Possession of a broad repertoire of teaching skills.
  4. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

#### **TRAINING AND/OR CREDENTIALS**

- A. Education:
1. Must hold or be eligible for a valid California Special Education teaching credential.
  2. Must hold or be willing to complete requirements for a Resource Specialist Authorization.
- B. Experience:
1. Teaching experience in both regular and special education desirable.
  2. Bilingual (Spanish/English) skills desirable.
  3. Alternative education experience desirable.
  4. Successful experience working with at-risk youth preferred.

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8/31/15  
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