



San Joaquin County Office of Education

# Job Description

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**POSITION TITLE:** Resource Specialist #1056

**SALARY PLACEMENT:** Teacher Salary Schedule  
Teacher Discovery Challenge Academy Salary Schedule

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Bachelor's Degree from accredited college or university with an emphasis in the appropriate field. Appropriate California teaching credential authorizing service as a resource specialist.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Possess a Master's Degree in special education or related field. Training in and ability to modify/adapt general education curriculum.

**MINIMUM EXPERIENCE:**

No minimum experience required.

**DESIRABLE EXPERIENCE:**

Experience working with special education students; modifying/adapting general education curriculum; providing education services in varied environments. Experience working in the juvenile justice system.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Possession of or qualification for a California Specialist Credential with resource specialist certification. Commitment to education least restrictive normalized settings. Ability to diagnose learning disorders, prescribe remediation and evaluate student progress. Ability to function as a member of an educational team, collaborate with general education staff, support personnel, community agencies, and parents. Strong behavior management and positive discipline skills. Ability to be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under direction of Alternative Education Program Administrator will provide quality services to special education students grades kindergarten through grade twelve in a juvenile court school setting, through a commitment to team participation in planning and implementation of student programs including special instruction, tutorial assistance, and consultation to general education staff.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Prepare student education plans in consultation with parents and IEP team members.
2. Design instruction, both individual and small group, which parallels the general education curriculum.
3. Act as coordinator of IEP implementation with general education staff.
4. Monitor student progress, participates in review and revision of IEP, as appropriate.
5. Assist other professional staff in diagnosis of learning disorders, development of planned remediation and evaluation of student progress.
6. Maintain appropriate student data and other records and submit reports as required.
7. Articulate curriculum between and among student levels.
8. Manage classroom organization.
9. Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work in indoor and outdoor environments and come in direct contact with SJCOE staff, students, district staff, and the public.

Resource Specialist #1056  
Alternative Education  
FINAL 5/31/11 ms  
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