

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
HUMAN RESOURCES DEPARTMENT

RESOURCE SPECIALIST - ALTERNATIVE EDUCATION

JOB SUMMARY

Under the direction of the Area Administrator, provides consultation and direct services for special education pupils assigned to the Juvenile Court School and Community Schools; and performs other related duties as assigned.

QUALIFICATIONS

Required:

1. A valid California Education Specialist (M/M or M/S) credential, resource specialist certificate, or Special Education Credential.
2. Two years' professional training and/or experience with special education students.
3. A valid California driver's license.
4. A demonstrated ability to communicate effectively orally and in writing.

KNOWLEDGE AND ABILITY

1. Ability to manage and prioritize multiple activities.
2. Ability to communicate orally and in writing sufficient to express ideas, thoughts and instructions clearly to clients, community and staff.
3. Ability to collaborate effectively on inter- and intra-agency levels.
4. Ability to provide consultation and screening to determine eligibility for special education services.
5. Knowledge of resources available to parents of special education students.
6. Ability to provide in-service training, including curriculum resources, to regular staff.
7. Knowledge of IEP process.
8. Ability to monitor and evaluate pupil progress by observation and informal assessment.

ESSENTIAL FUNCTIONS of this position are, but not limited to, the following:

1. Provide consultation and screening of pupils concerning eligibility for special education.
2. Provide information and assistance to parents of special education pupils.
3. Provide to parents, school staff and community agencies consultation, demonstration, direct instruction, resource information and materials regarding enhancing growth and development of special education pupils.
4. Monitor pupil progress by observation and informal assessment.
5. Reviews IEPs written by district personnel.
6. Participate in IEP team meetings and implement IEPs.
7. Provide in-service training to staff, including curriculum resources.
8. Drive a car.

PHYSICAL REQUIREMENTS of this position are, but not limited to, the following:

1. Mental acuity to: provide the consultations, assessments, evaluations, resources, training, IEP reviews and contributions, and make other determinations relative to the effective performance of the tasks.
2. Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
3. Facility to sit at low tables, on low chairs, or on the floor for extended periods of time.

4. Facility to see and read, rules and policies and other printed matter, with or without vision aids.
5. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
6. Manual dexterity to operate a telephone.
7. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
8. Physical agility to lift up to 25 pounds to shoulder height, to lift up to 50 pounds to waist height; and to bend, to stoop, to climb stairs, to walk on uneven terrain, and to reach overhead.
9. Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and maybe supplemented as necessary in accordance with the requirements of the job.

Teacher Salary Schedule

Revised: 6/21/00, 6/30/00, 8/1/19, 1/2020

Accountability for time: Area Administrator

Tasks assigned by: Area Administrator

Evaluated by: Area Administrator

Hiring Authority: Area Administrator