

ANTELOPE ELEMENTARY SCHOOL DISTRICT
Position Description

POSITION: Resource Specialist/Special Ed Teacher

TERMS OF EMPLOYMENT: 183 Days

REPORTS TO: Principal/Superintendent

MINIMUM QUALIFICATIONS:

- Clear California Resource Specialist Certificate, Mild-Moderate Specialist Credential, or eligible for intern program.
- CLAD or SDAIE certificate.
- Appearance, grooming, and dress functional and appropriate for working actively with children as well as setting a good example for students.
- Ability to work effectively and cooperatively with students and adults.

GENERAL SUMMARY

Provides an educational program for elementary students with exceptional needs and performs other school and job related duties.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Provide instruction to individuals with exceptional needs.
- Provide collaborative and/or consultative assistance to general education teaching staff.
- Assess students' performance levels, using a variety of appropriate instruments, in cooperation with other specialist.
- Serve as resource person to teachers, parents, and individuals with exceptional needs.
- Implement and monitor IEPs for the students assigned to caseload.
- Establish, in cooperation with the IEP Planning Team, standards of expected progress for individual students in designated areas of study, and techniques for assessment of that progress and participate in the development of IEPs.
- Establish and maintain standards of student behavior necessary to achieve a functional learning atmosphere. A pleasant and positive attitude shall be maintained in order to foster student feeling of pride and self worth.
- Develop lesson plans and instructional materials and provide consultation, individualized and/or group instruction in order to meet student needs.
- Evaluate student growth, maintain appropriate records, and prepare reports. Communicate results to the parents via parent conferences and periodically to then IEP Planning Team.
- Enlist the aid of other professional staff members in assessing and helping to solve specific student problems.

- Provide staff development services to teachers and other staff.
- Select and requisition books, instructional aids, and supplies. Keep inventory and attendance records of services provided to IEP students.
- May supervise students in out-of-classroom activities during the assigned working day.
- Attend department and District meetings as required.
- Establish and maintain a good professional relationship with other staff members and members of the community.
- Maintain professional competence through participation in in-service educational activities provided as well as other professional growth activities.
- Report any factors that prevent full exercise of duties and responsibilities.
- Performs other duties normally required to be performed by certificated employees as adjunct to the regular teaching assignment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to deal with a wide range of personalities and situations requiring diplomacy, friendliness, and poise.
- Ability to work under stress in a calm and poised manner.
- Ability to meet critical time lines in a highly conscientious manner.
- Assists others when time allows.
- Ability to establish and maintain effective working relationships with others.

ENVIRONMENTAL CONDITIONS

- Indoor /outdoor environment
- Temperature- normal climate

CONTACTS

- Daily contact with students and District staff.
- Contacts with parents, community members and outside agency personnel.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.