

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED POSITION

JCN: 562
EXEMPT

RESOURCE SPECIALIST

BASIC FUNCTION:

Under the direction of the assigned supervisor, provide an integrated educational program required for educational benefit for students across disability areas to enable successful functioning in the least restrictive environment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate and plan, in collaboration with the classroom teacher, student work assignments requiring accommodations and modifications.
- Coordinate special education services with general education programs for each individual with exceptional needs enrolled in the resource specialist program.
- Demonstrate working knowledge of lesson objectives and effective use of direct teacher instruction; provide appropriate creative learning experiences based on Individualized Educational Program (IEP), Individual Family Service Plan (IFSP), Individualized Transition Plan (ITP) in the areas of self-help and health, language and communication, social behavior, academic skills, and career/vocational skills; perform academic testing.
- Determine professional goals and objectives through the assessment and evaluation process.
- Emphasize, at the secondary school level, academic achievement, career and vocational development, and preparation for adult life.
- Input and maintain accurate data on SELPA's approved IEP/IFSP software system.
- Maintain professional standards and competence through participation in professional growth opportunities provided by the office of the Fresno County Superintendent of Schools (FCSS) and in self-directed professional growth activities.
- Coordinate and plan the work of instructional staff assigned to the program and provide input into performance evaluation process.
- Monitor student progress on a regular basis; participate in the review and revision of IEP/IFSP/ITP, as appropriate.
- Prepare and maintain a current work schedule.
- Prepare, maintain and submit accurate records, reports, files and documentation as assigned for each student enrolled, including but not limited to, diagnostic information, student goals and objectives, conference information from parents and other professionals; complete and submit attendance records and all other reports; prepare county and/or state reports as assigned and/or required.
- Provide consultation, information, resources, materials, and assistance to individuals with exceptional needs, parents/guardians, administrators, and/or regular staff members.
- Provide information for and conduct conferences with parents, teachers, administrators, and other professionals regarding scheduling, student needs, attendance, IEP's and/or coordination of services from available agencies.
- Provide instruction and services to assigned students whose needs have been identified in an IEP, IFSP and/or ITP developed by the IEP/IFSP/ITP team and who are assigned to a general education classroom for a majority of the school day.
- Utilize technology to enhance resource services.
- Work closely and cooperatively with all general and special education staff parents/guardians and community agencies to provide a complete program; serve as a liaison to community agencies.

- Attend and participate in a variety of assigned meetings, committees, conferences, inservices and/or special events including, but not limited to, IEP/IFSP/ITP, workshops, seminars, parent- teacher conferences and Student Study Team Meetings.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Behavior management strategies.
- Conflict resolution.
- Current techniques and procedures regarding curriculum and instructional design and delivery systems, and program evaluation strategies as they relate to teaching students with exceptional needs.
- Current techniques to maintain a safe environment and provide support for a physically aggressive and/or self-abusive student in a non-harmful manner.
- Current techniques to prevent or intervene appropriately in order to defuse escalating student behavior.
- Impact of the disability on family interactions and development.
- Planning, organization, coordination and implementation of the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Principles, procedures and techniques in the development and implementation of staff training activities.
- Research methods, report writing and data collection.
- Standards of training and providing work direction.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate communications, information, personnel, and resources to assure smooth and efficient activities in job assignment and/or assigned program.
- Develop and implement modifications and intervention strategies to match specific student

- needs.
- Direct the maintenance of a variety of reports and files related to job assignment and/or assigned program.
- Formulate and develop appropriate systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Maintain a safe environment and provide support for physically aggressive and/or self-abusive students in a non-harmful manner.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
- Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Prevent or intervene appropriately in order to defuse escalating student behavior.
- Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree in Special Education preferred.

EXPERIENCE:

- Two years experience working with students with special needs preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Education Specialist Credential or Specialist Instruction Credential in Special Education with Resource Specialist Added Authorization or Clear Resource Specialist Certificate of Competence, or eligibility for an emergency permit authorizing provision of services to students with mild/moderate disabilities.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid Defensive Driving Certificate issued by an authorized agency within one year of date of hire.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date

- of hire may be required.
- Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire may be required.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation.
- Office and/or school facility environment with some outdoor/playground activities.
- Regular Interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Abusive and potentially harmful outbursts from students which may pose a threat to staff and/or students.
- Possible contact with blood and/or other body fluid(s).

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 05/14/2013

Revised: 04/12/2018; 01/31/2020; 04/25/2025