

Duty Statement

Resource Specialist

1. Teaches and instructs pupils with special learning needs in subject matter areas such as reading, language arts, social studies, mathematics, science, art, health, physical education & music. (Code 1)
2. Utilizes an adopted course of study, program instruction guidelines, and other materials in developing lesson plans and teaching outlines designed to remediate diagnosed learning dysfunctions. (Code 1)
3. Utilizes a variety of specialized methodology in teaching and instructing pupils and in providing assistance to other instructional personnel including remedial instruction, demonstration, and activity participation using a variety of educational equipment, materials, books, and learning aides. (Code 1)
4. Prepares, develops, and recommends a variety of instructional materials and aids appropriate to the instructional level of pupil with a wide range of mental, physical, and emotional disorders. (Code 1)
5. Reviews, analyzes, and evaluates the history and background of pupils with learning handicaps and aids instructional personnel in the assessment of these pupils. (Code 1)
6. Explains to parents/guardians the benefits and services available to children provided by the Medi-Cal/Healthy Families Program. (Code 4)
7. Designs educational programs to meet individual learning needs and assists in implementing the various educational processes. (Code 1)
8. Individualizes instructional process, adapts instructional delivery systems, and in-services instructional personnel pertaining to methodology and strategies designed to enhance the educational experiences of pupils experiencing learning disorders. (Code 1)
9. Provides individual and group instruction in remediating pupil learning disorders and effectively utilizes the time available for remedial instruction. (Code 1)
10. Explains the Medi-Cal/Healthy Family enrollment process to families who may be eligible for services. (Code 6)
11. Establishes and maintains standards of student behavior utilizing a variety of behavior modification, reinforcement and other positive behavior shaping processes. (Codes 1)
12. Assists in the coordination of Medi-Cal services for students. (Code 8)
13. Reviews, analyzes, and evaluates student academic, behavioral, and social growth. (Code 1)
14. Meets with administrators and teachers to discuss the referral needs of an individual student, including recommendations about Medi-Cal services available to meet the needs of that student. (Codes 3, 4, 7, 8)

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15. Records and reports appropriate analyses and perceptions of student progress and recommend changes to pupils' individual educational plans. Prepares, administers, scores and records the results of criterion referenced and group standardized tests in evaluating pupil growth and progress. (Code 1)
16. Counsels, confers and communicates with parents, school, and district personnel concerning pupil progress and the interpretation of the various aspects of the pupils' individual educational programs, including Medi-Cal health services. (Codes 1, 7, 8)
17. Assists classroom teachers as necessary in making placements, parent contacts and providing educational and health information to be utilized in parent conferences. (Codes 1, 7, 8)
18. Assists classroom teachers in the planning, creation, and maintenance of an effective learning environment through the utilization of functional and aesthetically conceived displays, exhibits, bulletin boards, and activity centers. (Code 1)
19. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
20. Arranges for or provides translation services (oral, written or signing) that assist the individual with accessing and understanding necessary care or treatment covered by Medi-Cal/Healthy Families. (Code 12)
21. Makes referrals for and/or scheduling Medi-Cal covered services, but NOT state mandated health services. (Codes 4, 8)
22. Attends meetings on MAA program; completes quarterly MAA time survey. (Code 15)
23. Attends collaborative meetings to develop strategies to improve the delivery and/or coordination of Medi-Cal covered services. (Code 14)
24. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
25. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
26. Reviewing school policies, procedures, or rules. (Code 16)
27. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
28. Completing personal mileage and expense claims. (Code 16)
29. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)