

**CLASS SPECIFICATIONS FOR THE  
RESOURCE SPECIALIST, CONSOLIDATED PROGRAMS**

**DEFINITION**

Under direction, to assist school level personnel in carrying out program components in the areas specified in the Consolidated Programs of individual schools.

**QUALIFICATIONS**

Credential: Possession of a basic teaching credential appropriate to the assigned segment or credentials of equivalent authorization, issued by the California Commission for Teacher Preparation and Licensing, is required.

and

Education: A bachelor's degree from an approved institution and specialized course work in the designated area of responsibility as required.

and

Experience: A minimum of three years of teaching experience is required. Preference will be given to persons with proven ability and experience in program writing, working effectively and cooperatively with school personnel, students, and community groups, and in the designated subject areas.

**TYPICAL DUTIES AND RESPONSIBILITIES**

- \_\_\_ 1. Assists the principal in organizing, planning, and implementing the Consolidated Program at the individual school level.
- \_\_\_ 2. Gives technical assistance in the development of components.
- \_\_\_ 3. Works with resource/Miller-Unruh teachers and the staff members in developing and maintaining ongoing diagnostic/prescriptive programs.
- \_\_\_ 4. Assists in providing appropriate materials based upon diagnostic/prescriptive evaluations.
- \_\_\_ 5. Assists the Staff Training Department with planning for necessary Miller-Unruh/ resource teacher in-service.
- \_\_\_ 6. Assists in communicating requirements for reports and other documents which need to be maintained for Consolidated Application requirements.
- \_\_\_ 7. Prepares such reports, keeps such records, and performs such other related duties as may be assigned.

**WORK SCHEDULE**

The Resource Specialist, Consolidated Programs, serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to training and experience. Additional days of service may be required for which compensation will be paid at the per diem rate.