

**SAN MATEO OFFICE OF EDUCATION  
TEACHER, COMMUNITY SCHOOL SUPPORT/RESOURCE SPECIALIST**

**JOB SUMMARY**

The San Mateo County Office of Education operates the county community school serving expelled youth and others as referred by local school districts. Emphasis is on academics, a structured environment, and positive feedback for results to encourage student success.

Under the direct supervision of the School Principal and in close collaboration with general education teacher(s), the Resource Specialist will provide instruction and services for pupils in county community schools whose needs have been identified in an individualized education program developed by the individualized education team.

**REQUIRED QUALIFICATIONS:**

Licenses & Other Requirements:

- Valid Teaching Credential
- Multiple Subject, Single Subject or Special Education Teaching credential (preferred)

Desirable Qualifications:

- Successful teaching experience at middle and/or high school with at risk youth
- Established pattern of professional growth and leadership
- High degree of professionalism and flexibility
- Ability to establish and maintain effective working relationships with diverse groups

**ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Assess students to determine present performance levels, learning styles, and areas of disability;
- Prepare and maintain appropriate student records, files, and reports;
- Assume primary responsibility for development and implementation of the Individual Education Plan and other federal and state required plans;
- Provide instruction and services to students enrolled in the Resource Specialist Program;
- Coordinate special education services and regular classroom activities for students enrolled in the Resource Specialist Program;
- Consult with parents, regular classroom teacher, and other specialists regarding students who have been referred for Resource Specialist services;
- Prepare schedules and timelines to implement educational activities;
- Evaluate and review pupils' academic and social progress;
- Maintain professional competence through participation in professional development activities;
- Create a functional and attractive environment for learning;
- Support students with their transitions into and out of the program.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Methods and techniques in educating students who are under the jurisdiction of the Juvenile Court;
- Appropriate academic activities for students with identified disabilities;
- Basic computer operations;
- Education assessment procedures and instruments used to define academic skill levels;
- Methods and strategies in working with at-risk youth;
- Current trends, innovations and exemplary practices in special education;

**ABILITY TO:**

- Work cooperatively and effectively with students, colleagues and parents;
- Set firm, fair and consistent behavioral limits for students;
- Develop and interpret Individualized Education Programs;
- Identify and implement behavior management techniques;
- Determine appropriate materials for working effectively with individuals with exceptional needs;
- Design individual and small group learning activities;
- Write and present concise educational reports;
- Cooperatively problem solve with educational support personnel, consultants, probation department and parent/guardian;
- Ability to work effectively in a team environment with staff members and managers.

**ENVIRONMENT:**

- Indoor work environment

**PHYSICAL DEMANDS:**

- Ability to stoop, bend, sit, stand, stretch, grasp, pull, and push
- Ability to react quickly
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Ability to react quickly
- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard