

## RESOURCE SPECIALIST

*FLSA Status: Exempt*

### **GENERAL DEFINITION OF WORK:**

Communicate with and provide training and support to school administrators and teachers related to services for students with special needs; does related work as required. Work is performed under general supervision.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Provide assistance to the school with administrative and instructional leadership in implementing quality services for students with special needs.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Working with staff to develop quality of services and programs.
- Assisting in the development and implementation of professional development for teachers and paraprofessionals.
- Managing the allocation of fiscal resources within the department.
- Developing practices to support compliance with special education regulations, policies and practices.
- Creating the master schedule for special education teachers and paraprofessionals.
- Coordinating testing activities in accordance with applicable regulations and IEP's.
- Acting as administrative designee for all IEP meetings, and participating in multidisciplinary team meetings as appropriate.
- Other duties as required or assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and ability to apply current research and theory to educational practices; knowledge of Special Needs populations and applicable regulations; knowledge of instructional processes, curriculum, and multiple content; possess leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents, stakeholders and the school community; experience with administering, analyzing and interpreting assessments and data; possess excellent oral and written communication skills.

### **EDUCATION AND EXPERIENCE:**

Must possess a graduate degree in Special Education or a related field; three successful years as a teacher or special education services; must be eligible for a Virginia certificate in Special Education; Administrative Endorsement preferred.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.