

*Fremont Unified School District
Classified Personnel
4210 Technology Drive, Fremont, CA 94538*



Fremont Unified School District
*Classified Job Description
Instructional Para Educator unit*

RESOURCE SPECIALIST PARAEDUCATOR

DEFINITION

Under the supervision of certificated staff, assists in providing a variety of instructional services for students with exceptional needs who are enrolled in the Resource Specialist Program; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the second-level class in the series of classes that provide special support to students enrolled in the Resource Specialist Program. Incumbents perform routine support duties while learning classroom activities and student Individualized Education Programs (IEP). As experience is gained, there is greater independence of action within established guidelines.

This class is distinguished from the Special Education Paraeducator classes in that this class provides specialized instructional assistance.

EXAMPLES OF DUTIES

Provides tutorial instruction to students with special needs, either on an individual or small group basis, as specified in the Individualized Education Program (IEP) in the regular classroom and/or the resource room.

Monitors the progress of students admitted into the Resource Specialist Program in the regular classroom and facilitates with all other educators, the modifications identified by the IEP.

Organizes and distributes instructional resources and materials to regular classroom teachers and individuals with exceptional needs in keeping with the IEP.

Assists students in attaining competencies within the identified content standards for their grade level.

Prepares, maintains and operates audio-visual and other equipment and uses targeted materials in the resource room.

Assists in supervising students and in the safety management of the classroom; assists with supervision of other activities and special programs as directed by the Resource Specialist; facilitates the flow of students to and from the resource room; may accompany teacher on field trips.

Assists students with usage of computers and a variety of software and assists students in the library with the selection and checking out of books.

Corrects papers and workbooks; assists with the preparation, correction and recording of results of various tests; maintains student records.

Assists with preparation of a variety of written correspondence to classroom instructors and parents.

Types, word processes, duplicates and assembles instructional and other materials for Resource Specialist.

May schedule and participate as requested in parent conferences and IEP meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of working with exceptional students.

Basic concepts of the needs and behavior of exceptional students.

Proficient English usage, spelling, grammar and punctuation.

Basic mathematics skills.

Basic understanding of record keeping practices.

Basic classroom computer applications.

Skill in:

Working efficiently, pleasantly, patiently, unemotionally and displaying mature self-control with school children of varying age groups, parents and staff.

Relating to student individual needs.

Performing and participating in special areas of instruction, including the use of computers and the library.

Working independently without close supervision.

Preparing, duplicating, assembling and distributing lesson materials when needed.

Maintaining accurate records and files.

Completing assignments within the required amount of time.

Maintaining classroom and equipment in a clean, safe and secure manner.

Typing or word processing instructional materials and correspondence.

Communicating effectively both orally and in writing.

Maintaining strict confidentiality.

Understanding and carrying out oral and written directions.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Resource Specialist Paraeducator

Education:

Equivalent to graduation from high school. Supplemental course work in a related field is desirable.

Experience:

One year of experience in performing office support or working with children in a structured or school setting.

Experience as

an Instructional Paraeducator is desirable.

License:

Specified positions may require possession of a valid California class C driver's license and a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a classroom and use specialized educational and medical equipment and a computer; strength and stamina to lift and move equipment weighing up to 30 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

N: 9/72 R: 3/80 R: 11/85 R: 7/97 R: 2/03