

**CLASS SPECIFICATIONS FOR THE
RESOURCE TEACHER, SECONDARY SCHOOL (MIDDLE AND HIGH)**

DEFINITION

Under administrative direction, to design, monitor and provide over-and-above instructional services in the basic skills and more advanced skills for eligible pupils in the designated curricular areas. To assist classroom teachers in providing these services.

QUALIFICATIONS

Credential: Possession of a basic teaching credential appropriate to the assigned segment or credentials or 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 is required.

and

Experience: 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 in the planning, implementation and evaluation of the compensatory education section of the School Site Plan.
- ___ 2. Provides resource expertise to school site personnel on special program materials and teaching techniques that support the regular curriculum.
- ___ 3. Organizes, schedules and supervises, under administrative direction, the special project services provided to eligible pupils.
- ___ 4. Prepares and assists the staff in preparation of diagnostic and prescriptive materials for eligible pupils.
- ___ 5. Prepares reports, maintains records and performs other related duties for eligible pupils as may be assigned.
- ___ 6. Reinforces the classroom curriculum by teaching basic skills and more advanced skills in reading, writing, language arts and/or mathematics to eligible pupils.
- ___ 7. Under administrative direction, plans, supervises and evaluates services provided by instructional aides employed by the project.
- ___ 8. Communicates with pupils, parents, and staff regarding the educational progress of eligible pupils.
- ___ 9. Assists with parent involvement in the school's compensatory education program and their child's education.
- ___ 10. Familiarizes self with wide variety of teaching techniques, new methodology and materials.

RESOURCE TEACHER, SECONDARY SCHOOL (MIDDLE AND HIGH) (Continued)

WORK SCHEDULE AND SALARY

A Resource Teacher, Secondary School (Middle and High), serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience.

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