

Sacramento County Office of Education Job Description
Classification Title: Special Education Technician –
Resource Specialist Program (RSP)

DEFINITION

Under supervision, works as a member of the Special Education Resource Team and in partnership with the Resource Specialist and classroom staff to provide designated instructional services to students with exceptional needs who face challenges to their academic and social success with a focus on assisting students to meet required literacy and transition goals; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None; however, may assist in mentoring or training various program volunteers and agency personnel.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Program Support

Under direction of the Resource Specialist and in coordination with classroom staff, provides individual and small group instruction to students who face challenges to their academic and social success to meet required literacy and transition goals; conducts and scores pre and post tests regarding student academic progress; conducts standardized educational, age-appropriate academic and behavioral assessments in preparation for meeting student's Individual Education Program (IEP) goals; as a member of the Resource Team, conducts student observations; assists classroom staff in implementing learning strategies and curricular adaptations; assists students in the completion of requirements needed for high school graduation; assists classroom staff in the supervision of students; plans and promotes special program events; prepares and organizes appropriate instructional materials.

Service Coordination

Maintains a caseload of students enrolled in the program; serves as a liaison for students, families, and other related agencies involved in the transition process; participates in weekly team planning and assists with scheduling and coordination of IEP meetings; provides families with parent/guardian rights, educational and vocational information and support; schedules and conducts intake interviews; verifies demographic information; participates in collaborative meetings with site staff, probation, families, and agencies to provide information and recommendations to the Resource Team.

Documentation/Records Maintenance

Documents student contact and coordination of services; maintains and updates student files; prepares documents and maintains various databases; completes forms and logs for outside agency billing; organizes work schedules to meet employer and student needs; assists the Resource Team in selecting and modifying Resource Library materials; documents distribution and return of library curriculum; charts IEP goals; facilitates completion of transition and employment documents as requested.

MINIMUM QUALIFICATIONS

Education, Training and Experience

Any combination of education, training, and/or experience which demonstrates the ability to perform the duties as described; possession of a high school diploma or equivalent is required; college level coursework in child development, psychology, social work, or juvenile justice is desirable; previous experience in general and special education systems; experience working with youth who face challenges to their

academic and social success in education is desirable.

Knowledge of

Child development and learning theory; challenges, and behaviors of all students, including those with exceptional needs who face challenges to their academic and social success; IEP process and terminology; record keeping and standard filing systems; transition and vocational resources; various community resources; standard software applications; Internet search techniques; standard video conferencing platforms; correct English grammar, spelling, and vocabulary; high school level mathematics.

Skill and Ability to

Read and understand instructions, manuals, or guides; tutor students in reading, writing, math, and other school subjects, within the framework of established academic guidelines; identify program and student needs; learn and implement various academic assessment procedures; conduct and score various tests and assessments; implement and organize education materials; assist in classroom management; assess situations and make proper judgments; understand behavioral situations and react accordingly; analyze and respond quickly in emergency situations; maintain cultural awareness and sensitivity to diverse populations; partner with various outside agencies; communicate effectively in oral and/or written form with staff, students, parents/guardians and other agencies; follow instructions with minimal direction; work cooperatively and effectively with individuals and groups; maintain confidentiality of student information; work as a team member; remain flexible and adapt to changing program needs; organize and prioritize tasks and responsibilities; manage time and work independently; successfully supervise and advocate for students; understand general policies and procedures of a school campus; maintain files and records; operate standard office equipment; use a computer to create documents, spreadsheets and databases; read, interpret and apply rules, laws, and procedures.

Other Characteristics:

Possess a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to be trained in first aid, cardiopulmonary resuscitation, and safety and behavioral management procedures.

Revisions approved by Personnel Commission 12/15/21
Revisions approved by Personnel Commission 11/13/18
Revisions approved by Personnel Commission 5/13/14
Former title: Special Education Technician
Revisions approved by Personnel Commission 9/8/09
Revisions approved by Personnel Commission 6/14/06
Adopted by Personnel Commission 9/12/2000