



*"Where Kids
Come First!"*

ELK HILLS ELEMENTARY SCHOOL DISTRICT

501 Kern Street, P.O. Box 129
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Elk Hills Elementary School District Job Description – Special Education Resource Specialist

Position: Special Education Resource Specialist

Grades: K-8

Location: Tupman, CA

Reports to: Superintendent/Principal

Elk Hills School seeks a talented team member who is dedicated to raising the standard of excellence for all learners and who will be dedicated to the lives of Elk Hills School children and their academic success. Elk Hills School is dedicated to preparing students for a bright future by providing each student with a high quality and personalized education in a small, safe and nurturing environment.

Objective: The resource specialist will provide second to none educational services in the development, implementation and case management of individualized education plans in a positive social and emotional learning environment.

Major Duties & Responsibilities:

- Shared Vision – Supports a vision of excellence for all students, with an urgency to maximize every opportunity necessary to achieve ambitious student outcomes.
- Culture of Excellence – Fosters a safe, culturally responsive and nurturing community where students love learning and are excited to attend school every day.
- Academic Excellence – Assume primary responsibility and case management for the development and implementation of the individual education plan coordinating special education services and regular classroom learning experiences for students enrolled in the resource specialist program. In partnership with classroom teachers, facilitates instruction and services for pupils whose needs have been identified in an individualized educational program developed by the IEP team.
- Data & Assessment – Assess students to determine present performance levels, learning styles and areas of disability; prepare and maintain appropriate student records, files and reports; coordinates special education services with the regular school programs for each student with disabilities enrolled in the resource program.
- Professional Growth – Maintain professional competence through participation in personnel development activities.

- Community – Consult with parents, classroom teachers, and instructional assistants regarding the progress and monitoring and needs of students.
- Assume other related assigned duties by the district.

Skills and Traits:

- Commitment to our organization’s mission and educational philosophy
- Strong interpersonal and communication skills, oral and written
- Proven ability to collaborate and build relationships with internal and external stakeholders
- Self-reflective individual who solicits performance feedback and constructive criticism
- Flexible and adaptable, open to new ideas and adjusts plans to meet changing needs
- Ability to strategically and interdependently solve problems
- Meets professional commitments in a timely manner
- Supports co-planning and co-teaching with general and special education instructional faculty
- Supports shall include (but not limited to): behavior support, basic academic skills, organization and study skills, social skills and use of cognitive strategies.

Application Details:

- Applications and questions should be directed to our human resources department at lecloud@elkhills.org. Applications will be reviewed on a rolling basis.
- Applications include:
 - Resume stating position, dates of employment, employer and key responsibilities
 - Cover letter explaining your qualifications against job announcement
 - At least (3) references including immediate supervisors