

FORESTVILLE UNION SCHOOL DISTRICT  
Job Description

**JOB TITLE:** Resource Specialist Program Aide

**WORK YEAR:** 180 Work Days  
**RESPONSIBLE TO:** Principal

**GENERAL DESCRIPTION:**

Under the direction of the Resource Specialist Program Teacher and supervision of the Principal, the Resource Specialist Program Aide is a Classified position assisting in the preparation and delivery of instructional materials and assistance in the tutoring of students individually and in small groups. The Resource Specialist Program Aide may service students with any of, or combination of, the following conditions; autism, sever medical/physical involvement (i.e. cerebral palsy, seizure disorders, etc.), communication disorders, hearing/vision impairment, and learning disorders. This position requires Fingerprinting, TB Testing, and a pre-employment physical examination. May be required to obtain first aid and CPR training.

**TYPICAL DUTIES:**

1. Prepare, maintain and administer to students, as directed by certificated personnel, testing and instructional materials
2. Recognize, stimulate and solicit student interest and participation to the fullest extent of each student's potential
3. Reinforce learning concepts at the teacher's direction
4. Suggest appropriate learning materials for students
5. Develop and maintain records and files as request
6. Conduct remedial instructional activities as assigned
7. Observe mental and physical health of students and report potential problems to instructor
8. Monitor individual progress of students and discuss with instructor
9. Monitor student use of computer programs for appropriate learning levels
10. Assist in grading and scoring student work; maintain records of test scores and daily grades
11. Handle discipline problems, refer to teacher when necessary
12. Accompany and supervise students in library or computer labs
13. Explain and clarify work assignments to students; tutor as needed
14. Observe child behavior and report specific problems to instructor
15. Correcting informal tests, homework, or student workbooks
16. Completed necessary student records and keep up to date
17. Supervise the classroom when teacher has to leave it temporarily
18. Develop techniques and materials to meet individual differences
19. Other duties as assigned by RSP teacher or Principal

**QUALIFICATIONS:**

**Ability to:**

- Work independently and remain calm in stressful situations
- Maintain confidentiality at all times concerning students and their families
- Interact with, supervise, and tutor students of varying learning abilities and styles
- Apply instructional principles for individuals or groups
- Monitor progress and identify problem areas or areas of student learning progress

- Recognize and understand the needs of physically, emotionally and educationally handicapped students
- Establish and maintain cooperative working relationships with teachers, parents, staff members and students
- Use computer applications at an intermediate level
- Understand and apply teaching methods and current curriculum to Kindergarten through Eighth grade
- Follow safety procedures

**REQUIRED/PREFERRED QUALIFICATIONS:**

- High School Diploma or equivalent
- Completion of Instructional Assistant Proficiency Exam or at least 48 college units in Child Development, including courses related to Special Education
- Training and/or experience working with children in a learning situation
- Training and/or experience working with handicapped children is desirable
- Knowledge of correct English usage including vocabulary, spelling, grammar and punctuation; principles, practices and applications, reading and math
- Knowledge of instructional principles of administering, scoring and interpreting examinations
- General classroom procedures and rules of conduct
- Effective written and oral communication skills

**WORKING CONDITIONS:**

Environment: Indoor and outdoor work environment. Light to moderate physical effort, including lifting up to 50 pounds and periodic lifting up to 100 pounds. Frequent standing, walking and bending.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Revised: 5/6/2015, Board Approved: 6/25/2015