

**CLASS SPECIFICATIONS FOR THE
RESOURCE TEACHER, COMPENSATORY PRESCHOOL AND PARENT EDUCATION**

DEFINITION

The Resource Teacher will serve under the direction of the Specialist, Parent and Preschool Education, and will be responsible to the specialist. The Resource Teacher will assist the specialist in organization and services for the compensatory parent participation preschool programs, provide orientation, inservice training and curriculum assistance to teachers, instructional aides and other staff.

QUALIFICATIONS

Credential: Possession of a valid California teaching credential authorizing service at the preschool and adult levels is required.

and

Education: A bachelor's degree or higher degree from an approved institution with emphasis in early childhood curriculum and parent education.

and

Experience: A minimum of three years of certificated experience in public or private schools including work with preschool children and their parents is required.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. On-site visitations to compensatory preschool education classes to assist teachers and instructional aides with program implementation.
- ___ 2. Assists in preparing curriculum plans and activities for children with developmental needs.
- ___ 3. Provides, suggests or prepares resources as needed, i.e., curriculum guides, field trips, A.V. materials, etc.
- ___ 4. Evaluates teachers' requests for equipment and supplies and recommends purchases. Advises teachers on equipment use, maintenance and repair.
- ___ 5. Assists staff and teachers in preparing needs assessments, and writing, implementing and evaluating program plans.
- ___ 6. Recommends methods to be used for pupil assessment, including format, administration procedures and schedules.
- ___ 7. Works with the Staff Training Services Department in the development and implementation of inservice training programs for teachers of preschool and parent education. Plans additional training sessions for instructional assistants and other staff as needed with the resource staff.
- ___ 8. Performs duties necessary for the coordination of the program in the absence of the specialist.
- ___ 9. Develops and presents programs for parents and community to clarify purposes of preschool and parent education.
- ___ 10. Works with Home Start staff as the representative of central staff to coordinate services of that program.

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TYPICAL DUTIES AND RESPONSIBILITIES (continued)

- _____ 11. Assists specialist with placement and scheduling of college and high school students in preschool classes and provides orientation or training as requested.
- _____ 12. Is responsible for maintenance, operation and purchase of new materials for preschool resource library.
- _____ 13. Represents preschool program at regular meetings, i.e., Head Start Education Coordinator's meeting, District Early Childhood Education ad hoc advisory committee meeting and other meetings as assigned by specialist.
- _____ 14. Attends conferences and workshops, reviews materials, books and films of possible importance to preschool and parent education.

WORK SCHEDULE AND SALARY

A Resource Teacher serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to prior training and experience. Additional days of service may be required for which compensation will be paid at the per diem rate.

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