

CITY OF CHATTANOOGA
Classification Specification Title: Resource Specialist

Department: Head Start

Pay Grade: HS

Supervision Received From: Disab. & Mental Health Coord.

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 12/02/2022

Revision Date: 4/4/25

CLASSIFICATION SUMMARY:

Responsible for assisting the Disabilities Service staff with the Disability Services Plan.

SERIES LEVEL: This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Assists the Disabilities Services staff in the scheduling of meetings and with monitoring and tracking direct service delivery to children with disabilities, including screening assessment, diagnosis, treatment and follow-up, maintaining confidentiality in record keeping and contacts; mentors teaching duties through observation, written plans of action, modeling and identifying needs for adaptations such as modifying classroom environment and equipment.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: An associate's degree in ECE, Special Education or related field and a minimum of three (3) years preschool/infant toddler classroom experience; or any combination of equivalent experience and education. Knowledge of Head Start Disabilities Performance Standards and IDEA is desired.

LICENSING AND CERTIFICATIONS:

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

Must have a physical examination and TB skin test or chest x-ray prior to beginning work with children.

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.