

# Ventura Unified School District

## Certificated Human Resources

### Job Description

#### Title:

Resource Specialist

#### Basic Function:

Provide instruction and services for pupils whose needs have been identified in an individualized education program developed by the individualized education program team and who are assigned to regular classroom teachers for a majority of a school day.

#### Supervision:

Reports to building principal. May supervise paraeducators and/or other classified personnel.

#### Physical Characteristics:

- Sit and stand for extended periods of time
- See and read printed material with or without visual aids
- Hear and understand speech at normal classroom levels, outdoors and on the telephone
- Speak so that others may understand at normal classroom levels, outdoors and on the telephone
- Stand, walk, bend over, reach overhead, grasp, push, pull, move lift and/or carry up to 25 pounds to waist height

#### Working Conditions:

Employees in this position will be required to work indoors and outdoors in a school environment and come in direct contact with students, families, district staff and the public. Services are provided in classroom, individual and/or small group instruction.

#### Minimal Qualifications:

Education Specialist Mild/Moderate, Moderate/Severe, Deaf and Hard-of-Hearing, Physical and Health Impairments or Visual Impairments.

#### Representative Duties:

1. Provide instruction and services for pupils whose needs have been identified in an individualized education program developed by the individualized education program team and who are assigned to regular classroom teachers for a majority of a school day.
2. Provide standardized formal and/or curriculum-based assessment to assist in determination of eligibility for special education services, academic achievement.
3. Provide information and assistance to individuals with exceptional needs and to their parents.
4. Provide consultation, resource information, and material regarding individuals with exceptional needs to their parents and to regular staff members.

5. Coordinate special education services with the regular school programs for each individual with exceptional needs enrolled in the resource specialist program in accordance with legal requirements.
6. Monitor pupil progress on a regular basis, participate in the review and revision of individualized education programs, as appropriate, and refer pupils who do not demonstrate appropriate progress to the individualized education program team.
7. Emphasize, at the secondary school level, academic achievement, career and vocational development, and preparation for adult life.
8. Establishes and maintains standards of student behavior needed to provide a productive learning environment.
9. Supervises pupils in previously specified out-of-classroom activities during the workday.
10. Participates in staff meetings, curriculum, and other developmental programs within the school of assignment and/or on a district level.
11. Plans and coordinates the work of teacher assistants, volunteers, and paraprofessionals where applicable.
12. Organizes storage areas and controls use of materials, equipment, and tools to prevent loss or abuse, and to minimize time required for distribution and collection, dependent upon size and facility available.
13. Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and employment shall be free from discrimination based on sex, race, color, religion, national origin, ancestry, ethnic group, sexual orientation, marital or parental status, physical or mental disability, section 504 disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities (BP 0410)