

# *OXNARD UNION HIGH SCHOOL DISTRICT*

## **RESOURCE TEACHER** (Categorical Aid Project)

### **BRIEF DESCRIPTION OF POSITION:**

Assists staff members in the development, implementation, and evaluation of a specific project within the instructional program of the district and project school if funded by designated project.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

A Project Resource Teacher's duties may include, but are not limited to the following:

1. Assists district and site staff in the development, implementation and evaluation of designated categorical aid projects.
2. Provides general assistance to project director/coordinator and consultative services to principal and other site staff.
3. Instructs pupils within the project parameters and provides project-related assistance to teachers.
4. Researches and develops alternative methods and materials to meet project goals and objectives.
5. Assists in the development and implementation of evaluation methods to measure project effectiveness.
6. Provides inservice training and disseminates information to site staffs in project procedures, instructional techniques, and curricular programs.
7. Participates in the recruitment, selection, training and supervision of paraprofessionals assigned to the project.
8. Assists in organizing and conducting visitations of special guests and review teams.
9. Assists in the purchasing, distribution, and inventory/accounting of project materials and equipment.
10. Participates cooperatively with the principal and project director/coordinator to develop methods by which one will be evaluated, in conformance with district guidelines.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Communicates with counselors, parents, and community on matters related to project effectiveness or individual project participants.
2. Develops, maintains, and distributes appropriate records as required.
3. Participates and assists in programs and events designed to enhance project success.

**OTHER DUTIES AND RESPONSIBILITIES: (continued)**

4. Assists and participates in other school programs as assigned (within constraints of funding program).

**SUPERVISION EXERCISED OR RECEIVED:**

Under the immediate supervision of the site administrator and indirect supervision of the project director/coordinator, supervises activities of designated classified personnel.

**ASSIGNMENT TYPE AND WORK YEAR:**

Assignment may be full or part-time. Work year may be five days in excess of teacher year, pro-rated as a fraction of annual salary.

**SELECTION AND ASSIGNMENT PROCEDURES:**

Selection and assignment procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulations. The position will be established on an annual or semester basis, subject to the recommendations of the project coordinator and principal and the project resources and priorities.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

Adopted: 5-25-77

Updated: 7-97