

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/87 <small>Effective Date</small>	<u>RESOURCE TEACHER/VOCATIONAL SPECIAL NEEDS</u> <small>Job Title</small>	1.7.24A <small>Index</small>
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1. Primary Function: Facilitates the assessment and coordination of vocational related services for disadvantaged and handicapped youth.
2. Responsible to: Assistant to the Superintendent for Auxiliary Services.
3. Assigned Responsibilities:
  - 3.01 Assists in the coordination of identified handicapped, disadvantaged and limited English proficient students in vocational/technical programs.
  - 3.02 Coordination of special vocational assessment center for special needs students in the District.
  - 3.03 Consultant with students, parents, and counselors pertinent to assessment.
  - 3.04 Assists in working with students and counselors to formulate IVEP (Individualized Vocational Education Program) for students targeted for services.
  - 3.05 Planning and coordination of support services for special needs students enrolled in state-approved vocational programs.
  - 3.06 Provides consultation and inservice activities for vocational education staff, counselors, administrators, and paraprofessionals.
  - 3.07 Assists in developing special instructional materials and/or adaptation of existing vocational materials to meet the needs of disadvantaged/handicapped students in vocational programs.
  - 3.08 Works as a liaison between vocational education staff, special education staff, and counselors pertaining to the needs of individual disadvantaged/handicapped students in vocational programs.
  - 3.09 Works as a liaison between community groups and District programs pertaining to special needs of disadvantaged/handicapped students.
  - 3.10 Participates in District long range planning to represent special needs students.
  - 3.11 Assists in the planning of new programs and services for special needs students in vocational education.
4. Key Relationships:
  - 4.01 Assistant to the Superintendent for Auxiliary Services.
  - 4.02 Career/Vocational Education Coordinators
  - 4.03 Principals, Curriculum Coordinators, Special Education staff, and Vocational/Technical Education Teachers.
5. Minimum Qualifications:
  - 5.01 Bachelor's degree or equivalent in education.
  - 5.02 Three years of teaching experience or equivalent in experience in working with disadvantaged and handicapped youth.
  - 5.03 Knowledge of vocational education programs and practices.

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- 5.04 Demonstrated expertise in assisting students with a wide range of abilities.
- 5.05 Demonstrated ability to work with special education students and staff.
- 5.06 Ability to coordinate both human and material resources.
- 5.07 Valid Oregon teaching certificate.

- 6. Term of Employment: Teacher contract.
- 7. Salary Level: Placement on teacher salary schedule.
- 8. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_  
(supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(staff member)

Date \_\_\_\_\_