

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/93	HEAD TEACHER <u>ALTERNATIVE EDUCATION</u>	1.8.3.5A
Effective Date	Job Title	Index

1. Primary Function: Provides leadership for, plans, and carries out the instructional program component assigned at the Secondary Alternative School.
2. Responsible to: Principal, Secondary Alternative School.
3. Assigned Responsibilities:
  - 3.01 Assumes responsibility for the principal during absence of the principal.
  - 3.02 Provides leadership and coordination to the development and implementation of programs to meet the unique educational, social/emotional, and pre-employment needs of students.
  - 3.03 Develops instructional schedule and teacher assignments.
  - 3.04 Makes decisions regarding health and safety needs of students, equipment, and facility.
  - 3.05 Conducts staff meetings.
  - 3.06 Assures all student records are maintained including credits, competencies, and graduation requirements.
  - 3.07 Maintains open communication with parents, agencies, and community groups.
  - 3.08 Assists principal in selection, scheduling, and assignment of staff.
  - 3.09 Maintains responsibility for the school facility.
  - 3.10 Performs assigned teaching responsibilities.
  - 3.11 Follows specific standards, policies, and procedures of the building and district.
  - 3.12 Assists principal in budget preparation.
  - 3.13 Coordinates instructional assistant(s) as needed.
  - 3.14 Monitors clerical staff as needed.
4. Minimum Qualifications:
  - 4.01 Certification:
    - 4.01.01 Oregon teaching license valid for assignment.
    - 4.01.02 Experience teaching or working with underachieving students or students with court records.
  - 4.02 Demonstrated ability to:
    - 4.02.01 Apply leadership and organizational ability.
    - 4.02.02 Apply knowledge of teaching strategies and curriculum in Alternative Education.
    - 4.02.03 Apply knowledge in the techniques of behavior management, social skill development in structured learning environments.
    - 4.02.04 Apply knowledge of conduct disorders.
5. Minimum Term of Employment: Teacher contract plus five days.

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- 6. Salary Level: Placement on teacher salary schedule plus High School Department Coordinator differential.
- 7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_  
(Supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(Staff Member)

Date \_\_\_\_\_