

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

2/83  Effective Date	<u>TEACHER, HEAD, ELEMENTARY</u>  Job Title	1.8.4A  Index
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1. Primary Function: During the absence of the principal, performs those functions necessary for the operation of a given building.
  
2. Responsible to: Building Principal.
  
3. Assigned Responsibilities:
  - 3.01 Assumes responsibility for the principal during absence of the principal, conducting most faculty meetings, coordinating inservices, and ensuring that other components continue.
  - 3.02 Provides leadership in coordinating curriculum change to keep a balance and avoid unnecessary duplication.
  - 3.03 Maintains two-way positive communication with parents and community groups (attends Parent Club and Local School Advisory meetings) to ensure understanding of school programs, activities, goals, objectives, and school/community needs.
  - 3.04 Advises all school support services.
  - 3.05 Informs the principal regarding observation of program, material, and building needs.
  - 3.06 Advises the principal in selection, assignment, and scheduling of teachers.
  - 3.07 Assists in establishing building schedules: supervision of playground, lunchroom, etc.
  - 3.08 Maintains an emotionally healthy and physically safe environment (plans for emergency situations) conducive to the total educational development of students and the professional development of the staff.
  - 3.09 Assists in monitoring class enrollments, making necessary adjustments, and placing new students.
  - 3.10 Performs assigned teaching responsibilities.
  - 3.11 Opens and generally inspects building each morning and secures building at end of day (when no building custodian is present) at or after 4 p.m.
  - 3.12 Follows specified standards, policies, and procedures of the building and District.
  - 3.13 Assists principal in budget preparation.
  - Additional Responsibilities:
  - 3.14
  - 3.15
  - 3.16
  
4. Minimum Qualifications:
  - 4.01 Two years teaching experience in involved area or grade level.
  - 4.02 Training or experience in communication skills.
  - 4.03 Demonstrated leadership and organizational ability.
  - 4.04 Understanding of school organization and curriculum.
  - 4.05 Oregon Elementary Teaching Certificate.

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Additional Qualifications:

4.06

4.07

4.08

5. Minimum Term of Employment: Teacher Contract.
6. Salary Level: Placement on Teacher Salary Schedule plus 8 percent of base differential.
7. 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 \_\_\_\_\_