

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

11/87	<u>HEAD TEACHER, TEEN PARENT PROGRAM, INSTRUCTION/STUDENTS</u>	1.8.3.4
Effective Date	Job Title	Index

1. Primary Function: Provides leadership for, plans and carries out the instructional program at the Teen Parent Educational Program.
2. Responsible to: Coordinator of Alternative Services.
3. Immediate Subordinates:
4. Assigned Responsibilities:
  - 4.01 Facilitates communication with staff, students, and parents.
  - 4.02 Plans a program of instruction designed to meet District planned course statements.
  - 4.03 Develops a master schedule of course offerings and teaching assignments.
  - 4.04 Makes decisions regarding health and safety needs of students and regarding protection of equipment and facility.
  - 4.05 Provides leadership in program coordination with 24J staff, and other Teen Parent Program components.
  - 4.06 Recommends budget request and expenditures.
  - 4.07 Informs coordinator of matters of concern from non-24J component areas.
  - 4.08 Conducts staff meetings.
  - 4.09 Assures that District codes and policies are followed.
  - 4.10 Assures that all student records are maintained including credits, graduation requirements, and competencies.
  - 4.11 Maintains liaison with resident district for tuition.

Additional Responsibilities:

  - 4.12 Coordinates instructional assistant(s) as needed.
  - 4.13 Monitors clerical staff, as needed.
5. Minimum Qualifications:
  - 5.01 Demonstrated leadership and organizational ability.
  - 5.02 Demonstrated knowledge of teaching strategies and curriculum in the involved area or grade level.
  - 5.03 Demonstrated knowledge in the techniques of instructional material evaluation.
  - 5.04 Demonstrated ability to develop performance objectives.

Additional Qualifications:
6. Minimum Term of Employment: Teacher contract plus five days.
7. Salary Level!: Placement on teacher salary schedule plus differential.
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 \_\_\_\_\_