

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/83	<u>PROJECT COORDINATOR, YOUTH ASSISTANCE PROGRAM</u>	1.7.18.1A
Effective Date	Job Title	Index

1. Primary Function: Plans, organizes, and carries out an alternative program of instruction for high school dropouts in an off-campus setting.
2. Responsible to: Director of Instruction, South Area.
3. Assigned Responsibilities:
 - 3.01 Diagnoses students' current academic status toward high school graduation and prescribes an individualized educational program emphasizing academic subjects, career development activities, functional life skills, and employability skills needed to meet the students' needs.
 - 3.02 Assesses, plans, manages, and evaluates students' career exploration and work experience activities.
 - 3.03 Manages and monitors program logistical concerns such as student transportation, attendance, student records, and procurement of needed instructional materials.
 - 3.04 Establishes and maintains positive relations with each Salem high school, Willamette Valley Jobs Council, Chemeketa Community College, area proprietary schools, and other youth agencies as appropriate.
 - 3.05 Achieves professional growth.
 - 3.06 Establishes and maintains open lines of communication with students and parents.
 - 3.07 Maintains open lines of communication with key District staff and project staff.
 - 3.08 Responds in a cooperative and positive manner to supervision.
 - 3.09 Establishes and maintains a fair system of evaluating and documenting student progress.
 - 3.10 Establishes and maintains rules of conduct for program participants.
 - 3.11 Conducts classes as dictated by student needs in preparation for the GED, career exploration, employability skills, and functional life skills.
 - 3.12 Serves as the project leader in the day-to-day operation of the project.
 - 3.13 Responsible for scheduling of time and activities of the project Placement Coordinator.

Additional Responsibilities:

 - 3.14
 - 3.15
4. Minimum Qualifications:
 - 4.01 Oregon Teaching Certificate, Secondary.
 - 4.02 Two years of recent successful teaching experience preferred.
 - 4.03 Successful experience in conducting programs of individualized instruction preferred.
 - 4.04 Successful experience in conducting experiential learning programs preferred.
 - 4.05 Experience in working with disadvantaged youth preferred.

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4.06 An understanding of career development theories preferred.

4.07 Valid driver's license and access to transportation.

5. Minimum Term of Employment: Teacher contract year plus additional days as required.
6. Salary Level: Placement on teacher salary schedule.
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: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)