

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/14 <small>Effective Date</small>	<u>TEACHER, PUBLIC SERVICE</u> <small>Job Title</small>	1.4.6.19 <small>Index</small>
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1. Primary Function: Instructs Career Technical Education classes in public service field, which may include emergency and fire management, law enforcement, security and protective services, corrections and legal services. Supervises student activities related to the above so that students develop the skills, knowledge, and attitudes related to employment in public service careers.

2. Responsible to: Building Principal or Designee.

3. Assigned Responsibilities:
 - 3.01 Teaches career-related knowledge and skills in areas such as the role public safety plays in society, formulating solutions to ensure effective delivery of services, technical skills needed to carry out day to day operations, and execution of protocols established by public service agencies.
 - 3.02 Serves as advisor for a public service student leadership organization as assigned.
 - 3.03 Organizes and maintains an active public service advisory committee and develops community partnerships to support the program.
 - 3.04 Coordinates the placement, supervision, and evaluation of students on internship and cooperative work experience sites as assigned.
 - 3.05 Matches activities and materials to individual and group skills and needs.
 - 3.06 Designs or selects and uses planned sequence of instruction for the development of career-related skills and knowledge.
 - 3.07 Ensures that instructional activities and materials are clearly related to District, school, program, and course goals and objectives.
 - 3.08 Provides instruction based on designated instructional materials or develops alternate materials in prescribed District format.
 - 3.09 Establishes and maintains an orderly and supportive classroom and laboratory environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.10 Maximizes time when students are engaged and working on tasks directly related to the subject matter.
 - 3.11 Conducts interactive and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
 - 3.12 Makes sure students understand what to do before undertaking assignments.
 - 3.13 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.14 Implements a grading system that is consistent, fair, and supportable.
 - 3.15 Selects and requisitions required instructional equipment, supplies, and materials.
 - 3.16 Ensures that materials and equipment are properly used, maintained and stored, and that inventory records are accurate and current.
 - 3.17 Supervises students in out-of-classroom activities as assigned.
 - 3.18 Participates cooperatively in school, area, and district-wide activities.
 - 3.19 Follows specified standards, policies, and procedures of the building and District.
 - 3.20 Maintains industry certifications, as needed, and remains current in industry standards and technical knowledge and skills.

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4. Minimum Qualifications:

- 4.01 Valid Oregon teaching license with the proper endorsement to teach in a Career Technical Program
- 4.02 Demonstrated ability to relate positively with students, teachers, administrators, employers, parents, and the community.
- 4.03 Knowledge, skills, and attitude necessary to prepare students for employment in public service careers.

Additional Qualifications:

- 4.04 Five years related work experience in public service field

5. Work Environment:

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

6. Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

7. Minimum Term of Employment: See Teacher Contract.

8. Salary: Placement on the Salem-Keizer Public Schools Licensed Employee Salary Schedule.

9. Evaluation: Performance of this job will be evaluated in accordance with the provisions of the District's process for Evaluation of Licensed Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____