

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

3/88	<u>SPECIALIST, ALTERNATIVE PROGRAMS, DRIVER EDUCATION, AND ATTENDANCE</u>	1.7.5A
Effective Date	Job Title	Index

1. Primary Function: Coordinates District directed alternative programs for secondary school students which are not subject to Public Law 94-142, serves as liaison to non-District directed alternative programs for secondary school students, coordinates the driver education program of the District, and coordinates action regarding severe attendance violators.

2. Responsible to: Director of Secondary Education.

3. Assigned Responsibilities:
 - 3.01 Coordinates the operations of District directed alternative programs serving middle school and high school students (e.g., Teen Parents, Youth Assistance Program).
 - 3.02 Serves as District liaison to alternative education programs serving secondary students which are supported by District tax dollars but not District directed (e.g., Court Transition Program, CADRE).
 - 3.03 Monitors educational experiences of students in these various secondary school alternative education programs, and reviews numbers of participants and District costs for each program.
 - 3.04 Coordinates full cascade of alternative programs to meet needs of our students.
 - 3.05 Coordinates the operations of the District driver education program.
 - 3.06 Plans and recommends program improvements, staff training, and facility and equipment needs to meet local, state, and federal regulations for the driver education program.
 - 3.07 Arranges for procuring equipment, supplies, and materials in assigned programs.
 - 3.08 Assists in the preparation of the budget for all programs assigned.
 - 3.09 Assists students and parents in the exploration of alternative educational opportunities outside the regular school program; e.g., Chemeketa Community College, Job Corps, CETA Youth Program, and Vocational Rehabilitation.
 - 3.10 Interprets attendance laws.
 - 3.11 Sends written notification to parents of students who have the most severe attendance problems.
 - 3.12 Implements School Board policy on truancy (JBE) for students with the most severe attendance problems.
 - 3.13 Performs other duties as assigned by supervisor.

4. Minimum Qualifications:
 - 4.01 Master's degree.
 - 4.02 Three years of teaching experience.
 - 4.03 Valid Oregon teaching certificate.
 - 4.04 Knowledge of state and District attendance laws and policies.
 - 4.05 Ability to confer and to counsel with truant students, and to provide assistance through other agencies as needed.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

3/88	<u>SPECIALIST, ALTERNATIVE PROGRAMS, DRIVER EDUCATION, AND ATTENDANCE</u>	1.7.5B
Effective Date	Job Title	Index

- 5. Term of Employment: 240 days.
- 6. Salary Level: Placement on Teacher Salary Schedule plus 12 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: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)