

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/84	<u>TEACHER, CHAPTER 1, MIGRANT RESOURCE</u>	1.7.1A
Effective Date	Job Title	Index

1. Primary Function: Plans and supervises the instructional component of the Migrant Education Program. Provides technical assistance to migrant tutors and coordinates academic assessments and services to migrant students.
2. Responsible to: Coordinator of Child and Family Resources.
3. Assigned Responsibilities:
  - 3.01 Gives input to coordinators on hiring of migrant tutors.
  - 3.02 Develops and updates a tutor handbook containing guidelines, policies, and procedures for implementation of tutoring program.
  - 3.03 Provides leadership and inservice for migrant tutors in student assessments, writing tutor plans, planning instruction activities, designing schedules, and selecting materials.
  - 3.04 Coordinates initial educational needs assessments for all students enrolled in the migrant education program.
  - 3.05 Provides teaching demonstrations and modeling experiences for migrant tutors.
  - 3.06 Selects and orders instructional materials to be used in the program.
  - 3.07 Examines and evaluates available materials for future program use.
  - 3.08 Collaborates with classroom teachers to plan appropriate supplementary instruction for Chapter 1 Migrant students.
  - 3.09 Makes site observations of migrant tutors at work, gives technical assistance, and writes reports.
  - 3.10 Builds and maintains positive professional communication with other migrant education staff, parents, and school staffs. Acts as a liaison between the Chapter 1 Migrant tutors and other District staff.
  - 3.11 Participates in Chapter 1 Migrant Parent Advisory Committee meetings, staff meetings, and instructional program inservices provided by the Educational Service District.
  - 3.12 Assists in the writing and revision of the project description.
  - 3.13 Prepares for and participates in instructional related monitoring activities.
  - 3.14 Collects and compiles data required for the project throughout the year.
  - 3.15 Collects data for the completion of the instructional component evaluation.

Additional Responsibilities:

  - 3.16
  - 3.17
  - 3.18
4. Minimum Qualifications:
  - 4.01 Oregon Teaching Certificate.
  - 4.02 Graduate preparation in Reading, Basic Skills, Diagnosis and/or prescriptive teaching.

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- 4.03 Two years of successful teaching experience.
- 4.04 Demonstrated skills in interpersonal relationships and collaboration.
- 4.05 Valid Oregon Driver's License.

Additional Qualifications:

- 4.06
- 4.07
- 4.08

- 5. Minimum Term of Employment: Teacher contract plus additional days as required for program recruitment and evaluation.
- 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)