

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/13	<u>TEACHER, EDUCATIONAL RESOURCE CENTER, SECONDARY</u>	1.6.6A
Effective Date	Job Title	Index

1. Primary Function: Manages the total instructional program for eligible handicapped students. Provides direct instruction on individual programming model to students who have been assigned to the classroom. Provides consultation to the regular classroom teachers.
  
2. Responsible to: Building Principal.
  
3. Assigned Responsibilities:
  - 3.01 Attends referral and parent meetings and makes instructional recommendations.
  - 3.02 Administers pre-tests and/or baseline assessments to students approved for placement.
  - 3.03 Writes or designates instructional objectives for each student and writes or selects prescriptive programs for each student consistent with the objectives and with the needs established in the original referral.
  - 3.04 Provides individual and group instruction to meet each student's objectives, maintaining correct criteria on observational data, including cues, consequences, and data collection.
  - 3.05 Maintains daily continuous records on all instructional and behavior programs administered.
  - 3.06 Supervises independent seatwork or free time activities of students.
  - 3.07 Conducts systematic probes or reviews of skills mastered by students.
  - 3.08 Sends quarterly reports to parents and the principal.
  - 3.09 Consults with general education classroom teachers to assist with problems of students.
  - 3.10 Supervises classroom instructional assistant as specified on observation form, and supervises and evaluates classroom volunteers.
  - 3.11 Works with student services and vocational and/or career education staff to see that objectives in the student's Individual Education Plan are met for secondary students.
  
4. Minimum Qualifications:
  - 4.01 Valid Oregon Teaching License with Special Education endorsement appropriate for assigned level(s).

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4.02 Demonstrated ability to:

- 4.02.01 Use interpersonal skills to consult with teachers, parents, and volunteers.
- 4.02.02 Use appropriate individual programming and behavior management methods.
- 4.02.03 Use daily data collection procedures on student progress.
- 4.02.04 Train, place, and monitor students in vocational or work experience programs.

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: Sedentary/Medium – 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: Teacher Contract.

8. Salary Level: 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.

**I am willing and able to perform the duties of this job:**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_