

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/88	<u>TEACHER, HANDICAPPED, VOCATIONAL</u>	1.6.16A
Effective Date	Job Title	Index

1. Primary Function: Manages the total vocational instructional program for eligible handicapped students assigned to the Special Needs Vocational Program.
2. Responsible to: Special Education Coordinator
3. Assigned Responsibilities:
  - 3.01 Assess all assigned students using instruments appropriate to individual student needs.
  - 3.02 Develop and implement an appropriate individual vocational education program for each assigned student.
  - 3.03 Develop and utilize specific behavioral objectives which pinpoint desired student outcomes.
  - 3.04 Utilize instructional methods and materials which are appropriate for each stated behavioral objective.
  - 3.05 Utilize methods for collecting and maintaining data relating to each behavioral objective which assures that proper instructional decisions will be made.
  - 3.06 Maintain consistent communication with District Special Education staff to assure updated knowledge of guidelines and program direction.
  - 3.07 Manage organizational system which allows for the systematic use of volunteers to meet the unique needs of the individual program.
  - 3.08 Assure that students are served in an appropriate vocational training environment during their school day by carefully monitoring progress in various settings to assure that skills are generalizing from one environment to another.
  - 3.09 Maintain cooperative relationship with appropriate state and local agencies to assure compliance with regulations and efficient communication of information.
4. Minimum Qualifications:
  - 4.01 Certification:
    - 4.01.01 Valid teaching certificate with Handicapped Learner or Severely Handicapped Learner Endorsement.
  - 4.02 Demonstrated ability to:
    - 4.02.01 Communicate effectively with parents, volunteers, project staff members, public, and other professionals.
    - 4.02.02 Individualize vocational instruction and related services for special needs students.
    - 4.02.03 Generate student progress data to make effective instructional decisions.
5. Minimum Term of Employment: June 13 through August 5

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- 6. Salary Level: Placement on Salem-Keizer Schools Teacher Salary Schedule.
- 7. Evaluation: Performance of this job will be evaluated by Special Education Coordinator in accordance with provisions of the Salem-Keizer School Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
(supervisor)

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
(staff member)