

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/03 Effective Date	<u>RESOURCE TEACHER/HOMELESS EDUCATION</u> Job Title	1.7.43A Index
----------------------------	---	----------------------

1. Primary Function: Plans, develops, aligns and implements, district curriculum for Homeless children and Youth. Provides technical assistance to classroom teachers on relevant issues, and effective ways to meet the academic needs of this student population. Provides leadership and facilitation to community-based collaboration to better serve the needs of the Homeless education children and youth.

2. Responsible to: Director, Compensatory Education.

3. Assigned Responsibilities:
 - 3.01 Assists principals and other administrators in implementing the Oregon Homeless Education Plan.
 - 3.02 Assists in defining objectives, planning curriculum, and selecting evaluation procedures for the Homeless Education Program.
 - 3.03 Trains and monitors instructional assistants as tutors.
 - 3.04 Oversees tutor scheduling based on parent and school requests.
 - 3.05 Sets and monitors program goals.
 - 3.06 Assesses the educational needs of homeless children and youth.
 - 3.07 Prepares Individual Learning Plans (ILP's) to meet the needs of homeless children and youth.
 - 3.08 Serves as a resource for Salem-Keizer Public Schools in implementing the Homeless Education Program.
 - 3.09 Assists in the preparation of grants and grant evaluations.
 - 3.10 Assists in developing and monitoring budgets for grants and other districts and outside resources for Homeless Education youth.
 - 3.11 Prepares, oversees, and evaluates results of mid-year testing of all Homeless Education students in elementary, middle and high schools.
 - 3.12 Attends IEP and discipline meetings as requested by parents and school staff.
 - 3.13 Collaborates with Social Agencies in the implementation of services for students and families.
 - 3.14 Participates in community based collaborative planning, development and implementation of activities and programs for Homeless Education youth.
 - 3.15 Plans and directs summer school programs.
 - 3.16 Organizes monthly parent board meetings.
 - 3.17 Assumes other responsibilities as assigned by immediate supervisor.
 - 3.18 Follows specified standards, policies, and procedures of the building and District.

4. Key Relationships:
 - 4.01 Director, Compensatory Education.
 - 4.02 Principals, Curriculum Coordinators, Special Education staff, Counselors, Community Relations and Community Education staff. Coordinates the implementation of activities and programs.
 - 4.03 Homeless community education directors.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/03 Effective Date	<u>RESOURCE TEACHER/HOMELESS EDUCATION</u> Job Title	1.7.43B Index
------------------------	---	------------------

5. Minimum Qualifications:

5.01 Licensure:

- 5.01.01 Valid Oregon teaching license.
- 5.01.02 Bachelor's degree or equivalent education.
- 5.01.03 Three years of teaching experience as a classroom teacher or equivalent in experience in working with Homeless youth.

5.02 Demonstrated:

- 5.02.01 Ability in group processes and in organizational skills.
- 5.02.02 Knowledge of community, agencies, and resources regarding Homeless Education youth.
- 5.02.03 Knowledge of needs of Homeless Education students.

6. Term of Employment: Teacher contract.

7. Salary Level: Placement on teacher salary schedule.

8. 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)