

**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

8/92	<u>TEACHER, MIGRANT RESOURCE, PRE-PRIMARY</u>	1.7.1.1
Effective Date	Job Title	Index

1. Primary Function: Is responsible for the education of pre-primary limited-English-proficient migrant children, the training of their parents, and the training and utilization of bilingual instructional assistants in accordance with the Chapter 1 M grant's goals and objectives.
2. Responsible to: Coordinator, Migrant Program.
3. Assigned Responsibilities:
  - 3.01 Assists in defining objectives, planning curriculum, developing instructional materials, and evaluation for the grant.
  - 3.02 Sets educational goals for each child's development and evaluates her/his progress through behavioral anecdotes, child development assessment instruments, and other evaluation records as defined by the grant.
  - 3.03 Ensures an effective learning environment that is supplied with all the materials, equipment, and supplies necessary for the implementation of the grant's instructional component.
  - 3.04 Participates in the parent education component.
  - 3.05 Contributes to preservice and inservice training for teachers and instructional assistants.
  - 3.06 Participates in professional growth activities.
  - 3.07 Provides at least weekly consultations and visitations to parents and instructional assistants involved in grant activities.
  - 3.08 Assists the coordinator of the migrant program in the dissemination of information relative to migrant education to educators, community groups, and parents.
  - 3.09 Follows specific standards, policies, and procedures of the building and District.
  - 3.10 Assumes other responsibilities as assigned by immediate supervisor.
4. Minimum Qualifications:
  - 4.01 Certification:
    - 4.01.01 Oregon Elementary Teaching Certificate/License.
    - 4.01.02 Two years of successful teaching experience in an elementary or early childhood classroom.
  - 4.02 Demonstrated ability:
    - 4.02.01 To work cooperatively as a member of a team.
    - 4.02.02 Competency in curriculum development.
5. Minimum Term of Employment: Teacher contract plus ten days.
6. Salary Level: Placement on teacher salary schedule.
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: \_\_\_\_\_  
(supervisor)

Date \_\_\_\_\_

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

Date \_\_\_\_\_