

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/87	<u>TEACHER, OFFICE OCCUPATIONS,</u> <u>TEEN PARENT PROGRAM</u>	1.7.22A
Effective Date	Job Title	Index

1. Primary Function: Instructs vocational education classes in office occupations and supervises student activities related to the above so that students develop the skills, knowledge, and attitudes related to employment in office occupations.
2. Responsible to: Assistant to the Superintendent, Auxiliary Services.
3. Assigned Responsibilities:
 - 3.01 Teaches occupational knowledge and skills in secretarial, clerical, accounting, leadership and personal development, and career preparation subjects as assigned.
 - 3.02 Cooperates with other District business education staff in promoting office occupations programs.
 - 3.03 Cooperates and works with the active office occupations advisory committee as assigned.
 - 3.04 Matches activities and materials to individual and group skills and needs.
 - 3.05 Designs or selects and uses planned sequences of instruction for the development of occupational skills and knowledge.
 - 3.06 Ensures that instructional activities and materials are clearly related to District, school, program, and course goals and objectives.
 - 3.07 Provides instruction based on designated instructional materials or develops alternate materials in prescribed District format.
 - 3.08 Establishes and maintains an orderly and supportive classroom environment in which students are actively participating and show respect for one another and for the teacher.
 - 3.09 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.10 Conducts interesting and well-paced classes using a variety of instructional techniques, strategies, and materials appropriate to the lesson.
 - 3.11 Makes sure students understand what to do before undertaking assignments.
 - 3.12 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments.
 - 3.13 Uses a grading system that is consistent, fair, and supportable.
 - 3.14 Selects and requisitions required instructional equipment, supplies, and materials.
 - 3.15 Ensures that materials and equipment are properly used, maintained, and stored, and that inventory records are accurate and current.
 - 3.16 Supervises students in out-of-classroom activities as assigned.
 - 3.17 Participates cooperatively in school, area, and District-wide activities.
 - 3.18 Follows specified standards, policies, and procedures of the building and District.
 - 3.19 Cooperates with other teen parent staff in assisting students.

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Additional Responsibilities:

- 3.23
- 3.24
- 3.25

4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate valid for the assignment. Special Vocational Teaching Certificate or otherwise satisfying TSPC requirements for teaching vocational courses in business and office occupations is desired.
- 4.02 Demonstrated ability to relate positively with students, teachers, administrators, employers, parents, and the community.
- 4.03 Demonstrated possession of the knowledge, skills, and attitudes necessary for employment in office occupations.

Additional Qualifications:

- 4.04
- 4.05
- 4.06

5. Minimum Term of Employment: Teacher Contract.

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 _____