SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/88	RESOURCE TEACHER, STUDENT SERVICES	1.7.27
Effective Date	Job Title	Index

1. Primary Function: Coordinates the implementation of a vocational education gender equity grant involving the development of a vocational gender equity curriculum and accompanying materials including videotapes and a mentor work-experience program for secondary students.

2. Responsible to: Coordinator, Student Services

3. Assigned Responsibilities:
   - 3.01 Plans and develops vocational gender equity curriculum including goals, objectives, methods, and materials for implementation in vocational education classrooms.
   - 3.02 Plans and coordinates the activities of the gender equity mentor program in conjunction with the developed curriculum including the development of goals, objectives, work plan and timeline.
   - 3.03 Identifies men and women, including minorities and handicapped persons, in nontraditional jobs in the community.
   - 3.04 Produces instructional videotapes of men and women in nontraditional jobs which support the developed curriculum.
   - 3.05 Coordinates and leads staff in the development and implementation of materials to accompany the videotapes.
   - 3.06 Identifies guidelines in cooperation with District vocational education staff for student and community participation in the mentorship program and recruits participants.
   - 3.07 Collects, manages, and reports project data including ongoing evaluation and analysis.
   - 3.08 Prepares publication of final report of grant activities for statewide dissemination.
   - 3.09 Consults regularly with District vocational education staff and project advisory committee.

4. Minimum Qualifications:
   - 4.01 Oregon Teaching Certificate.
   - 4.02 Knowledge and/or experience with the following:
     - 4.02.01 Curriculum development.
     - 4.02.02 Gender equity issues.
     - 4.02.03 Vocational education.
     - 4.02.04 Educational media, specifically film.

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:_____ Date_____
(supervisor)

Received by:_____ Date_____
(staff member)