

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

| | | |
|----------------|-------------------------------------|---------|
| 3/88 | <u>TEACHER, TEEN PARENT PROGRAM</u> | 1.7.13A |
| Effective Date | Job Title | Index |

This job description applies to all secondary classroom teachers assigned to the Teen Parent Program. Additional responsibilities and qualifications may be added by the supervisor.

1. Primary Function: Plans and carries out educational components of the Teen Parent Program.
2. Responsible to: Coordinator, Alternative Services
3. Assigned Responsibilities:
 - 3.01 Establishes and maintains an orderly and supportive classroom environment flexible enough to meet special needs of pregnant and lactating teenagers.
 - 3.02 Maintains a physical environment conducive to learning. Classes may be composed of students from the 7th - 12th grades.
 - 3.03 Plans and implements a program of study designed to meet District goals and the individual needs, interests, and abilities of students. Individualized instruction is often required.
 - 3.04 Conducts interesting and well-paced classes, using a variety of instructional techniques, strategies, materials, and media appropriate to the lesson and the needs and capabilities of students.
 - 3.05 Ensures that instructional activities and materials are clearly related to District, school, and department goals and objectives, and that District-approved materials are used as the core of instruction.
 - 3.06 Maximizes time when students are paying attention and working on tasks directly related to the subject matter.
 - 3.07 Assesses, keeps track of, and provides feedback promptly and often to students on their progress and assignments--maintaining such records as required by law and District policy.
 - 3.08 Uses a grading system that is consistent, fair, and supportable.
 - 3.09 Collaborates upon request with the support services team to refer, plan and write Individual Education Programs (IEP's).
 - 3.10 Upon request, assists in the selection of books, equipment, and other instructional materials.
 - 3.11 Responds in a cooperative and positive manner to supervision.
 - 3.12 Establishes and maintains open lines of communication with students and their parents/guardians concerning both the broad academic and behavioral progress of students.
 - 3.13 Maintains open lines of communication and works closely with classified staff, certificated staff, and support personnel to establish a positive work environment.
 - 3.14 Establishes and maintains a good working relationship with program staff in a referral and consulting relationship regarding students' special needs.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

| | | |
|----------------|-------------------------------------|---------|
| 3/88 | <u>TEACHER, TEEN PARENT PROGRAM</u> | 1.7.13B |
| Effective Date | Job Title | Index |

- 3.15 Takes all reasonable precautions to provide for health and safety of the students and to protect equipment, material, and facilities.
- 3.16 Assists the administration in monitoring compliance with District policy and rules and implementing policies and rules governing student life and conduct.

Additional Responsibilities:

- 3.17
- 3.18
- 3.19

4. Minimum Qualifications:

- 4.01 Oregon Teaching Certificate endorsed for secondary level.
- 4.02 Ability to accept open entry students. Students may enter program any time during the school year.
- 4.03 Understands illnesses of pregnant teenager and teenager with an infant.

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 Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)