**SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION**

| 11/00 | TEACHER, VOCATIONAL SPECIAL NEEDS | 1.7.23 |
|---|---|---|
| Effective Date | Job Title | Index |

1. Primary Function: To improve the achievement level of professional technical students and prepare students for postsecondary options.

2. Responsible To: Supervisor of Carl Perkins Grant.

3. Assigned Responsibilities:

   3.01 Identify handicapped, disadvantaged and limited English proficient students enrolled in professional technical classes.
   3.02 Assess or coordinate the assessment of professional technical students.
   3.03 Provide career exploration and work experience opportunities for professional technical students.
   3.04 Plan and coordinate support services for professional technical students.
   3.05 Provide inservice activities for professional technical education staff, special education staff, remedial staff, counselors, administrators, and paraprofessionals.
   3.06 Consult with secondary education staff.
   3.07 Develop special instructional materials and/or adapt existing instructional materials.
   3.08 Provide liaison services between secondary education staff pertaining to the needs of individual professional technical students.
   3.09 Collect, manage, and report individual student and program data.
   3.10 Support the development of professional technical programs.

4. Minimum Qualifications:

   4.01 Oregon Teaching License.
   4.02 One of the following endorsements recommended, but not required:

      4.02.01 Handicapped Learner Endorsement
      4.02.02 Severely Handicapped Learner Endorsement
      4.02.03 Vocational Teacher Endorsement

   4.03 Demonstrated ability to work with computers.

5. 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)