

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/91 <small>Effective Date</small>	<u>RESOURCE TEACHER, VOLUNTEER SERVICES</u>  <small>Job Title</small>	1.7.9  <small>Index</small>
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1. Primary Function: Develop and implement programs to use community volunteers in the school district. Maintains a district resource center where instructional materials are developed, displayed, and constructed for classroom use by parents and/or community volunteers and which is coordinated with essential learning skills (ELS).
  
2. Responsible to: Director of Community Relations.
  
3. Assigned Responsibilities:
  - 3.01 Supports schools in developing, implementing, maintaining, and evaluating volunteer programs.
  - 3.02 Develops, evaluates, and markets teaching/learning materials to maintain a functional collection balanced by skill area and coordinated with ELS.
  - 3.03 Organizes, conducts, or coordinates training workshops for teachers, volunteers, and parents in areas of recruitment, recognition, and evaluation.
  - 3.04 Coordinates activities and staff of the Volunteer Resource Center. Also coordinates Kids-on-the Block handicap awareness program, Block Home certification, kindergarten orientation, and various other community participation programs.
  - 3.05 Follows specified standards, policies, and procedures of the building and district.
  - 3.06 Integrates volunteer programs and services at all grade levels.
  - 3.07 Other duties as assigned.
  
4. Minimum Qualifications:
  - 4.01 Bachelor's degree or equivalent in education.
  - 4.02 One year work experiences with volunteers.
  - 4.03 Three years teaching experience.
  - 4.04 Valid Oregon teaching certificate.
  
5. Minimum Term of Employment: Teacher Contract plus 10 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 \_\_\_\_\_