

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

2/93	<u>LEADER, TEAM, SECONDARY ALTERNATIVE SCHOOL</u>	1.8.3.3.3
Effective Date	Job Title	Index

1. Primary Function: Plans and carries out those activities necessary for a student to enroll and participate in the Secondary Alternative Educational Program.
2. Responsible to: Secondary Alternative School Principal.
3. Immediate Subordinates:
4. Assigned Responsibilities:
  - 4.01 Provides leadership in program coordination with other Alternative Education components within the Secondary Alternative School.
  - 4.02 Maintains liaison with the resident high schools, regarding student credits, graduation requirements (including competencies), and students who are attending high school part-time.
  - 4.03 Maintains liaison with resident districts for tuition students.
  - 4.04 Works cooperatively with the counselor in the maintenance of all student records.
  - 4.05 Works cooperatively with the Student Services Team Coordinator and staff in support of special needs students.
  - 4.06 Participates with principal, staff, and parents in a consulting relationship regarding individual student needs and cooperatively developing and implementing Alternative Educational approaches which will support students in meeting their needs.
  - 4.07 Assists in the development and implementation of registration activities.

Additional Responsibilities:

  - 4.08 Other duties as assigned.
5. Minimum Qualifications:
  - 5.01 Demonstrated knowledge of high school graduation requirements.
  - 5.02 Demonstrated leadership and organizational ability.
  - 5.03 Demonstrated knowledge of District's high school educational and alternative educational programs.
  - 5.04 Demonstrated understanding and application of problem-solving skills.

Additional Qualifications:

  - 5.05 Desire to work cooperatively with all staff.
6. Minimum Term of Employment: Teacher contract plus five inservice/planning days.
7. Salary Level: Differential Salary Schedule.
8. 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 \_\_\_\_\_