

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/85	<u>LEADER, TEAM, TEEN MOTHERS PROGRAM,</u> <u>STUDENT SERVICES</u>	1.8.3.3
Effective Date	Job Title	Index

1. Primary Function: Plans and carries out those activities necessary for a student to enroll and participate in the Teen Mothers Educational Program.
2. Responsible to: Assistant to the Superintendent, Special Services.
3. Immediate Subordinates:
4. Assigned Responsibilities:
 - 4.01 Provides leadership in program coordination with other Teen Mother Program components.
 - 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 Maintains all student records.
 - 4.05 Arranges for special instructional materials and special student services, as necessary.
 - 4.06 Participates with staff and parents in a consulting relationship regarding individual student needs, cooperatively developing and implementing approaches which will allow students to meet their needs.
 - 4.07 Monitors students for special needs to assure that appropriate referrals and/or plans are made.
 - 4.08 Assists individual students in registration activities.

Additional Responsibilities:

 - 4.09 Social Service Team Liaison - Team Leader.
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 special education and alternative education programs.

Additional Qualifications:

 - 5.04
6. Minimum Term of Employment: Teacher Contract.
7. Salary Level: Placement on Teacher 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 _____