FRESNO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:     Teacher -Director
REPORTS TO:  Principal
             School-Age Parenting &
             Infant Development

DEPARTMENT  School Site
CLASSIFICATION:    Certificated

WORK YEAR:  183 Days
SALARY:  Regular Teacher Salary

MINIMUM QUALIFICATIONS

Secondary credential
Any that authorizes teaching home economics in a secondary school
Fulfillment of vocational educational teacher requirements
Successful teaching experience at the secondary level
Understanding of and ability to relate to the needs of infants/toddlers, high school students and teen parents of different ethnic, cultural, educational, and socioeconomic backgrounds, ability to interrelate with co-workers
Ability to meet District standards of physical and mental health, professional attitude and leadership ability

KNOWLEDGE AND ABILITIES

Knowledge of and ability to implement program guidelines and philosophy
Ability to supervise and evaluate the work of all persons assigned to the center
Ability to establish and maintain effective relationships with students, parents, and co-workers
Ability to direct the overall operation of the on-site SAPID program

DUTIES AND RESPONSIBILITIES

Direct the overall operation of the on-site program
1.   Supervise, coordinate and evaluate activities of all staff in the center
2.   Supervise volunteers and center lab students
3.   Supervise the implementation of the Child Care Food Program
4.   Order food, supplies and equipment for the center
5.   Assure that facilities are adequately maintained
6.   Arrange for facility improvements when necessary
7.   Complete all center related records
Teach Parenting Class and set up objectives and curriculum for lab students
Counsel students in personal and vocational aspects
Schedule and conduct regular meetings and inservice with members of the staff
Orient regular members of the staff and substitutes to the basic philosophy and policies of the program
Coordinate and articulate program activities and policies with the high school staff
Participate in inservice and meetings as requested
Make referrals to appropriate school personnel and/or community agencies when specific problems pertaining to the children or students exist or develop
Supervise and monitor safety and health standards of the center
Contact student parents and their parents through home visitations and phone contacts when necessary, i.e., illness, attendance
Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

ACCOUNTABILITY

Persons to whom responsible:  On-site Principal, Department Chairperson and Project Director
Evaluators:  On-site Principal or Project Director
Persons responsible to Teacher-Director:Certificated and Classified Staff assigned to the site, Volunteers, Students and Student Workers

CED132