

# FRESNO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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TITLE:	Teacher -Director School-Age Parenting & Infant Development	REPORTS TO:	Principal
DEPARTMENT	School Site	CLASSIFICATION:	Certificated
WORK YEAR:	183 Days	SALARY:	Regular Teacher Salary

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### 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

