

Salem-Keizer Public Schools Job Description

09/11	Assistant Coordinator Head Start/Pre-Kindergarten	3.10.9
Effective Date	Job Title	Index

1. **Primary Function:** Assists in the planning, administration, and evaluation of functions necessary for the operation of the Oregon Head Start Prekindergarten program.

2. **Responsibilities:**
 - 2.01 Assists with the supervision and evaluation of Salem-Keizer Head Start Prekindergarten staff.
 - 2.02 Acts as a resource for staff training and provides related materials. Assists teachers in classroom management and effective instructional practices.
 - 2.03 Participates in developing plans for program operation, procedures and activities.
 - 2.04 Assists with preparation of program proposals and reports for the program as needed.
 - 2.05 Assists with the selection, implementation and evaluation of curriculum and instruction within the program.
 - 2.06 Works with teachers in identifying appropriate teaching strategies that will address the unique learning styles of students.
 - 2.07 Assists in the planning and implementing of staff development activities
 - 2.08 Supports the public relations /communications effort directed towards all audiences of the school and District through both verbal and written communications.
 - 2.09 Assists with committee responsibilities, e.g. Policy Council, volunteers and outside agencies.

3. **Major Planning Requirements:**
 - 3.01 Participates in developing short and long term planning for program goals and assessments.
 - 3.02 Participates in developing annual plans for program operation, procedures and activities.

4. **Key Relationships:**
 - 4.01 Director, Student Services: Reports to this position
 - 4.02 Student Services Coordinator – Early Childhood Programs
 - 4.03 Licensed and Classified Staff: Supervises and evaluates performance of those assigned.

Salem-Keizer Public Schools Job Description

09/11	Assistant Coordinator Head Start/Pre-Kindergarten	3.10.9
Effective Date	Job Title	Index

5. Minimum Qualifications:

- 5.01 Master's Degree
- 5.02 Two years of teaching or educational administrative experience
- 5.03 License: Basic Administrator

6. **Term of Employment:** 230 days

7. **Salary Level:** Grade 206B

8. Working Conditions:

This position generally works in a school/office environment with occasional travel to evening and weekend meetings and activities.