

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/92	<u>PROGRAM ASSISTANT, AUGMENTATIVE COMMUNICATION</u>	1.8.1.11A
Effective Date	Job Title	Index

1. Primary Function: Assists program coordinator to implement and organize programs District-wide and provide evaluation and consultation for students with disabilities in the area of communication.

2. Responsible to: Coordinator V, Special Education.

3. Assigned Responsibilities:
 - 3.01 Provides leadership in program development and coordination.
 - 3.02 Provides program information to assist program staff.
 - 3.03 Reviews and evaluates instructional programs, materials, and promising practices.
 - 3.04 Communicates program to total program staff.
 - 3.05 Assists the special education coordinator.
 - 3.06 Monitors the compliance with program standards, and follows specified standards, policies, and procedures of the District.
 - 3.07 Holds regular meetings with staff.
 - 3.08 Encourages staff regarding professional opportunities and obligations.
 - 3.09 Makes recommendations regarding program equipment and material.
 - 3.10 Represents the program coordinator in the coordinator's absence for selected functions.
 - 3.11 Advises the program coordinators and department in matters of augmentative communication program management based on staff input.
 - 3.12 Follows specified standards, policies, and procedures of the building and District.
 - 3.13 Participates in the process to identify District students who are in need of augmentative communication systems and/or services.
 - 3.14 Provides comprehensive evaluations in the area of communication.
 - 3.15 Consults with Student Services Teams in making decision for the development of student IEPs.
 - 3.16 Coordinates the selection, design, and functional usage of Augmentative Communication devices.
 - 3.17 Provides training for building staff in usage of communication equipment.
 - 3.18 Assists in seeking funds to meet program goals.
 - 3.19 Assists in the transition process for all students identified as needing Augmentative Communication devices.
 - 3.20 Provides technology training to special education staff.

4. Minimum Qualifications:
 - 4.01 Certification:
 - 4.01.01 Eligibility for Oregon licensure as Speech/Language Clinician preferred.
 - 4.01.02 A minimum of two years experience as a speech/language clinician which includes some experience with multi-disabled students.
 - 4.01.03 Experience with technology and assistive devices.

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4.02 Demonstrated:

- 4.02.01 Leadership and organizational ability.
- 4.02.02 Knowledge of teaching strategies and program in the involved area.
- 4.02.03 Knowledge in the techniques of instructional/program material evaluation.
- 4.02.04 Ability to develop performance objectives.
- 4.02.05 Knowledge of assessing low incidence special education students in the area of language and communication.
- 4.02.06 Ability to relate and communicate effectively with parents, teachers, and students in the area of augmentative communication.

5. Minimum Term of Employment: Teacher contract plus 5 days.

6. Salary Level: Placement on Teacher Salary Schedule plus Program Assistant differential.

7. 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 _____