

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/93	<u>PROGRAM ASSISTANT, CHAPTER 1 PARENT OUTREACH PROGRAM (POPs)</u>	1.8.1.12
Effective Date	Job Title	Index

1. Primary Function: Assists Chapter 1 Coordinator in design, implementation, organization, and evaluation of Chapter 1 parent involvement programs District-wide.
2. Responsible to: Chapter 1 Coordinator.
3. Assigned Responsibilities:
 - 3.01 Provides leadership in Chapter 1 Parent Outreach Programs (POPs) development and coordination.
 - 3.02 Assists in defining staff development objectives through teacher consultation, assessment and classroom visitations for primary staff.
 - 3.03 Plans, organizes, and contributes to inservice training for POPs staff.
 - 3.04 Identifies appropriate supplementary and alternative materials and resources for teachers and families.
 - 3.05 Assists staff in designing, organizing and implementing effective instructional strategies for use with Chapter 1 students and their families, i.e., family math and science traveling boxes.
 - 3.06 Annually updates resource materials.
 - 3.07 Encourages staff regarding professional obligations and opportunities.
 - 3.08 Assists in collecting, organizing, and analyzing data used in program evaluation.
 - 3.09 Assists the Coordinator in matters of program management and monitoring compliance with state and federal standards.
 - 3.10 Assumes other responsibilities designated by immediate supervisor.
4. Minimum Qualifications:
 - 4.01 Certification:
 - 4.01.01 Valid counseling license or Oregon Department of Education CDS authorization.
 - 4.01.02 Oregon Teaching License valid for assignment.
 - 4.01.03 Graduate level preparation in appropriate program (Early Childhood Endorsement).
 - 4.02 Demonstrated ability to:
 - 4.02.01 Apply knowledge of instructional strategies for underachieving primary students.
 - 4.02.02 Apply leadership and organizational ability.
5. Minimum Term of Employment: Teacher contract
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 _____