

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/92	<u>PROGRAM ASSISTANT, CHILD DEVELOPMENT SPECIALIST</u>	1.8.1.9A
Effective Date	Job Title	Index

1. Primary Function: Provides leadership and facilitation to the coordination, implementation and evaluation of guidance/counseling and at-risk youth activities and programs K-8.
2. Responsible to: Director, Alternative Services.
3. Assigned Responsibilities:
 - 3.01 Assists principals and other administrators in implementing the districtwide guidance program K-8.
 - 3.02 Reviews and evaluates instructional program materials and promising practices.
 - 3.03 Facilitates staff training to more effectively meet the needs of at-risk youth and their families.
 - 3.04 Gives timely and up-to-date information to building staff relating to guidance/counseling and at-risk youth.
 - 3.05 Plans and provides inservice training for staff relating to guidance/counseling and at-risk youth.
 - 3.06 Works to identify and facilitate processes that will:
 - increase awareness of multiple agency and service organization activities related to at-risk youth;
 - increase public awareness about at-risk youth;
 - facilitate the identification of and implementation of linkages or partnerships that more effectively meet the needs of youth.
 - 3.07 Consults with building staff regarding needs of high risk youth.
 - 3.08 Assists in developing and monitoring budgets for grants and other district and outside resources for guidance/counseling and at-risk youth.
 - 3.09 Provides assistance to District alternative programs upon request.
4. Key Relationships:
 - 4.01 Director, Alternative Services.
 - 4.02 Principals, Curriculum Coordinators, Special Education staff, Counselors and Alternative Services staff. Coordinates the implementation of activities and programs.
 - 4.03 Program Assistant, Alcohol and Other Drug Prevention Education.
5. Minimum Qualifications:
 - 5.01 Valid counseling certificate or Child Development Specialist authorization.
 - 5.02 Three years of experience as a counselor and/or classroom teacher K-8.
 - 5.03 Demonstrated ability to address the needs of at-risk youth.
 - 5.04 Demonstrated ability in group processes and in organizational skills.
 - 5.05 Knowledge of community, agencies and resources regarding guidance/counseling and at-risk youth.
6. Term of Employment: Teacher contract, plus five days.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/92	<u>PROGRAM ASSISTANT, CHILD DEVELOPMENT SPECIALIST</u>	1.8.1.9B
Effective Date	Job Title	Index

- 7. Salary Level: Placement on teacher salary schedule, plus Program Assistant differential.
- 8. 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 _____