

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/81	<u>PROGRAM ASSISTANT, GUIDANCE</u>	1.8.1.3A
Effective Date	Job Title	Index

1. Primary Function: Assists program coordinator to implement and organize programs district-wide.
2. Responsible to: Program Coordinator.
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 Provides leadership in coordinating program change to keep a balance and prevent unnecessary duplication.
  - 3.06 Monitors the compliance with program standards.
  - 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 coordinator in matters of program management based on staff input.
  - 3.12 Follows specified standards, policies, and procedures of the building and District.

Additional Responsibilities:

  - 3.13 Engage in assigned counseling responsibility.
  - 3.14
  - 3.15
4. Minimum Qualifications
  - 4.01 Demonstrated leadership and organizational ability.
  - 4.02 Demonstrated knowledge of teaching strategies and program in the involved area.
  - 4.03 Demonstrated knowledge in the techniques of instructional/program material evaluation.
  - 4.04 Demonstrated ability to develop performance objectives.

Desirable Qualifications:

  - 4.05 Two years of experience in involved program.
  - 4.06 Training or experience in communication skills.

Additional Qualifications:

  - 4.07 Be presently functioning as a Child Development Specialist or counselor in a school.
  - 4.08
  - 4.09

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5. Minimum Term of Employment: Teacher Contract.
  
6. Salary Level: Placement on Teacher Salary Schedule for regular assignment plus eight percent of base differential for Program Assistant's additional time and responsibility.
  
7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_  
(Supervisor)

Date \_\_\_\_\_

Received by: \_\_\_\_\_  
(Staff Member)

Date \_\_\_\_\_