

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

11/90	<u>PROGRAM ASSISTANT, MIDDLE SCHOOL PLANNING</u>	1.8.1.6A
Effective Date	Job Title	Index

1. Primary Function: Coordinates Middle School Improvement Process.
2. Responsibilities:
 - 2.01 Serves as a member of the steering committee for middle school planning.
 - 2.02 Facilitates work of other committees including communications, curriculum and instruction, staffing, activities, personal development, facilities and support.
 - 2.03 Monitors committee work and serves as resource to committee chairpersons providing research and information as needed.
 - 2.04 Facilitates committee visitations to other districts to explore a variety of middle school models.
 - 2.05 Assists in providing staff development opportunities to committees as needed.
 - 2.06 Monitors middle school planning budget.
 - 2.07 Implements communication plan for middle school planning.
 - 2.08 Develops communication networks to keep committees informed of the work of other committees in the planning process.
 - 2.09 Compiles information gathered from various sources into work plans and documents for review of committees.
 - 2.10 Serves as resource staff to school and area improvement teams in gathering information and recommendations related to middle school education.
 - 2.11 Serves as resource staff to middle school principals.
 - 2.12 Other duties as assigned.

Additional Responsibilities:

 - 2.13 Researches trends in middle school education.
 - 2.14 Communicates with model middle school program personnel and sends information to committee chairs and principals.
 - 2.15 Writes monthly reports.
3. Key Relationships:
 - 3.01 Director of South Area Operations: Reports to this position.
 - 3.02 Building administrators and teachers: Provides information on progress of middle school planning project.
 - 3.03 Curriculum coordinators: Provides information on progress of middle school planning project.
 - 3.04 Community Relations: Provides information for news releases, District publications.
 - 3.05 Director of McKay Area Operations: Works with staff development personnel regarding middle school training opportunities.
 - 3.06 Attends and participates in middle school planning meetings.
 - 3.07 Follows specified standards, policies, and procedures of the District.
 - 3.08 Performs other duties as assigned.

