

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

5/92 Effective Date	<u>PROGRAM ASSISTANT, MIGRANT EDUCATION</u> Job Title	1.8.1.8A Index
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1. Primary Function: Provides leadership to the development, implementation, and evaluation of a Districtwide preschool-12 program for migrant education.

2. Responsible to: Coordinator, Alternative Services-Bilingual/Migrant

3. Assigned Responsibilities:
 - 3.01 Assists principals, other administrators and migrant staff in implementing the District's migrant education plan.
 - 3.02 Participates in the development, implementation, evaluation, and revision of migrant education instruction and support services.
 - 3.03 Facilitates cooperation between the Salem-Keizer School District, city, county, and other state agencies to more effectively provide services, case management and advocacy for migrant students and their parents.
 - 3.04 Gives timely and up to date information to migrant and building staff regarding migrant education.
 - 3.05 Plans and provides inservice training to building staff, migrant staff, and parents on issues relating to migrant education.
 - 3.06 Works to identify and facilitate processes that will:
 - increase awareness of multiple agency and service organization activities related to migrant
 - increase public awareness about migrant issues
 - facilitate the identification of and implementation of linkages or partnerships that will more effectively meet the needs of migrant youth
 - 3.07 Assists in writing grants and monitoring budgets for grants, and other District and outside resources for migrant education.
 - 3.08 Keeps current on effective instructional models and on federal and state regulations and reports as they pertain to migrant education.
 - 3.09 Holds regular meetings with migrant staff to facilitate training, program implementation, and cooperation between migrant and other District staff.
 - 3.10 Follows specified standards, policies, and procedures of the District and migrant education.

4. Key Relationships:
 - 4.01 Director, Alternative Services.
 - 4.02 Coordinator, Alternative Services, Bilingual/Migrant.
 - 4.03 Migrant Staff.
 - 4.04 Principals, Curriculum Coordinators, Bilingual staff, Counselors.
 - 4.05 Building staff.

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5. Minimum Qualifications:

- 5.01 Bachelor's degree or equivalent in education.
- 5.02 Valid Oregon Teaching Certificate.
- 5.03 Three years of teaching experience as a classroom teacher or equivalent experience in working with migrant students and parents.
- 5.04 Demonstrated ability in group process and organization skills.
- 5.05 Demonstrated ability to write formal reports and grants.
- 5.06 Demonstrated ability to fluently speak and write Spanish.
- 5.07 Demonstrated multicultural awareness and sensitivity to issues relating to migrant students and parents.

6. Terms of Employment: Teacher contract plus 5 days.

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 _____