

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/01 <small>Effective Date</small>	<u>SCHOOL IMPROVEMENT PROGRAM ASSISTANT</u>  <small>Job Title</small>	1.8.1.4A  <small>Index</small>
---------------------------------------	---	--------------------------------------

1. Primary Function: Assists in the implementation and maintenance of instructional programs. Assists in the planning, organization, and implementation of district school improvement and staff development programs at the school and district level. Assists and supports school and district efforts to focus on student outcomes.
  
2. Responsible to: Director, Instructional Services
  
3. Assigned Responsibilities:
  - 3.01 Assists in communicating annual needs assessments to identify potential school improvement and staff development activities for individual schools and the district.
  - 3.02 Provides support in the development of yearly school improvement and staff development plans that reflect the educational goals of individual schools and the district.
  - 3.03 Develops and implements workshops, courses, and training opportunities to meet the identified needs of all staff.
  - 3.04 Supports area and school improvement teams and activities.
  - 3.05 Identifies and implements classroom improvement programs designed to improve teaching practices to bring about desired student outcomes.
  - 3.06 Provides support for effective instructional practices, the use of appropriate curriculum, and student assessment procedures.
  - 3.07 Serves as a liaison with curriculum services for adoption, implementation and support of district programs.
  - 3.08 Provides ongoing classroom assistance through peer oriented clinical supervision services.
  - 3.09 Initiates ongoing inservice and training to refine and maintain instructional and classroom management skills.
  - 3.10 Plans, conducts, and provides follow-up support relating to curriculum, instruction, and assessment for administrators, licensed, and classified staff.
  - 3.11 Responsive to staff and building needs as they arise.
  - 3.12 Assists in planning and conducting activities and programs for staff new to the district.
  - 3.13 Assists in planning and conducting assessment of school improvement and staff development programs.
  - 3.14 Assists in multicultural and diversity efforts through school improvement and staff development.
  - 3.15 Assumes responsibility for assigned districtwide school improvement, curriculum and staff development activities.
  - 3.16 Assist schools in identifying and utilizing strategic resources within and outside the district.
  - 3.17 Completes district job responsibilities as assigned.

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/01 Effective Date	<u>SCHOOL IMPROVEMENT PROGRAM ASSISTANT</u> Job Title	1.8.1.4B Index
------------------------	--	-------------------

4. Minimum Qualifications

- 4.01 Valid Oregon teaching certificate.
- 4.02 Three years successful teaching experience.
- 4.03 Experience in conducting training.
- 4.04 Experience in teaching adults and the ability to make presentations to a variety of audiences.
- 4.05 Recent training in a variety of instructional models.
- 4.06 Demonstrated ability to successfully teach and collaborate with colleagues.
- 4.07 Knowledge of curriculum and instructional strategies as they relate to student outcomes.
- 4.08 Knowledge of state content standards and assessment.

5. Minimum Term of Employment: Teacher contract plus extra days as assigned.

6. Salary Level: Teacher salary schedule plus Program Assistant differential.

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 \_\_\_\_\_