

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/14	<u>PROGRAM ASSISTANT</u> <u>SPECIAL EDUCATION</u>	1.8.1.2A
Effective Date	Job Title	Index

### **Primary Function:**

Assists in implementation and coordination of resources to maintain and improve special education programs across the district. Assists in the planning, organization, and/or presentation of staff development programs at the school and district level. Assists and supports school and district special education improvement efforts to focus on student outcomes.

### **Supervised By:**

Director of Student Services (or assigned designee)

### **Essential Functions:**

- E-1 Performs an ongoing inventory of needs to identify potential special education and staff development activities for individual programs, schools and the district.
- E-2 Assists with required federal and state reporting.
- E-3 Initiates, plans, and conducts training for staff to refine service provision and classroom management in order to bring about desired student outcomes.
- E-4 Reviews district and department special education trainings offered to identify effectiveness, relevance and opportunities for further staff development.
- E-5 Assists in planning and conducting activities and programs for special education staff new to their assignment.
- E-6 Acts as an instructional and special education resource for administrators, licensed, and classified staff.
- E-7 Provides consultation services to support effective instructional practices, the use of appropriate educational resources, assessment procedures and data collection.
- E-8 Serves as a liaison for implementation of new special education classrooms to the district and/or school.
- E-9 Prioritizes multiple tasks in order to be responsive to staff and school needs as they arise.
- E-10 Assists with the Early Childhood Special Education transitions, Extended School Year process, and Community Transitions Programs.
- E-11 Assists and consults in placement determinations, student observations, IEP development, assessment procedures, file reviews, vocational services, and behavioral training.
- E-12 Assists schools in identifying and utilizing resources within and outside the district.
- E-13 Case manages and/or provides assistance to staff for special education students, including those from in-state programs, Oregon School for the Deaf, foster/group homes, and private/home/charter schools.
- E-14 Responsible for maintenance of departmental documentation including monthly data, self-contained class lists, web based IEP's, and Transportation Requests.
- E-15 Utilizes philosophical principles and techniques of the district-adopted behavior management system to promote a positive and safe school climate.

### **Additional Functions**

- A-01 Performs other duties as assigned.

### **Minimum Qualifications:**

- a. Master's Degree or equivalent training in Special Education with SpEd Endorsement
- b. Valid and current Oregon Teaching License

- c. Valid Oregon Driver's License
- d. Five years of successful teaching in the field of Special Education
- e. Knowledge of Individuals with Disabilities Education Act (IDEA)
- f. Knowledge of Oregon Administrative Rules (OARS) for Special Education
- g. Skills in leadership, organization, and communication
- h. Knowledge of district special education programs
- i. Ability to use current technology to fulfill job requirements
- j. Knowledge of teaching strategies, curriculum, and program materials
- k. Use of interpersonal, collaborative and consultation skills with a variety of groups and individuals
- l. Use of confidentiality practices regarding student information
- m. Ability to facilitate effective and purposeful meetings

**Work Environment**

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

**Physical Requirements**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. May be required to restrain a student using moderate strength (20-50 pounds push or pull) and MANDT techniques.

Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching. On feet throughout the day. Work effectively in an environment which can be both physically and emotionally fatiguing.

Work with students who may exhibit aggressive assaultive behavior, as required of specific job assignment.

**Minimum Term of Employment:**

Dependent on the employee's status and the terms of the current licensed employee collective bargaining agreement.

**Salary Level:**

Placement on the current Salem-Keizer Public Schools licensed employee salary schedule.

**Evaluation:**

Performance of this position will be evaluated according to the District's process for evaluation of licensed personnel.

**I am willing and able to perform the duties of this position as described in this job description:**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Date \_\_\_\_\_