

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

6/87	<u>PROGRAM ASSISTANT, SPEECH/LANGUAGE</u>	1.8.1.5A
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 Coordinates the activities of program committees as assigned.
 - 3.06 Assists the coordinator in monitoring the compliance with program standards.
 - 3.07 Holds regular meetings with staff.
 - 3.08 Coordinates inter-staff consultation.
 - 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.
4. Minimum Qualifications:
 - 4.01 Demonstrated leadership and organization 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 Speech/Language Clinician in a school.
5. Minimum Term of Employment: Teacher Contract.
6. Salary Level: Placement on Teacher Salary Schedule for regular assignment plus a differential in accordance with the Certificated Collective Bargaining Agreement.

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7. 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: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)