

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/14	PROGRAM ASSISTANT, TESTING AND EVALUATION	1.8.1.19
Effective Date	Job Title	Index

### **Primary Function:**

Provides leadership for research, design, development and delivery of curriculum, instruction and assessment, district-wide.

### **Supervised By:**

Program Coordinator(s) and/or Director

### **Essential Functions:**

- E-1 Fulfills the requirements of the "Program Assistant, General" job description.
- E-2 Assists in developing evaluation designed to determine the effectiveness of educational programs and projects.
- E-3 Assists program coordinators in the development and evaluation of educational pilot projects.
- E-4 Assists in the development of program assessment in designated curriculum areas to meet state minimum standards.
- E-5 Assists in developing conclusions and recommendations concerning the effectiveness of the programs evaluated and presents these to administrators.
- E-6 Provides evaluation information services, assists in interpretation of test results, and provides other services as required in conjunction with evaluation of educational programs to Building Administrators and Teachers.
- E-7 Provides evaluative information on education programs and evaluates specific programs in school buildings as requested to Administrative Leadership.
- E-8 Advises in the evaluation of the educational programs assigned to a coordinator, specialist, or program assistant.
- E-9 Trains District personnel in the development and interpretation of local school assessments.
- E-10 Trains District personnel in the use of district assessment resources.
- E-11 Researches assessment best practices and designs related professional development to meet identified staff needs.
- E-12 Consults with District personnel on the design and implementation of evaluation projects.
- E-13 Assists in developing needed assessment tools necessary to carry out any evaluation project.
- E-14 Applies appropriate statistical metrics to evaluation projects.
- E-15 Analyzes and interprets evaluation data collected through the implementation of the evaluation design.
- E-16 Collects, organizes and analyzes assessment data for reporting.
- E-17 Assists in monitoring the implementation of district curriculum, instruction, and assessment.
- E-18 Assists in monitoring the implementation of State and Federal requirements.

### **Additional Functions**

- A-01 Performs other duties as assigned.

**Minimum Qualifications:**

- a. 5 years of verified successful teaching experience in the classroom or content area.
- b. Coursework in statistics and analysis of data
- c. Demonstrated skill in the use of database and spreadsheet programs and technology

**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 \_\_\_\_\_