

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

4/00 Effective Date	<u>PROGRAM ASSISTANT, TITLE I PROGRAM</u> Job Title	1.8.1.14 Index
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1. Primary Function: Assists Title 1 Coordinator in design, implementation, organization, and evaluation of Title 1 programs Districtwide.
2. Responsible to: Title 1 Coordinator.
3. Assigned Responsibilities:
 - 3.01 Provides leadership in Title 1 program development and coordination.
 - 3.02 Assists in defining staff development objectives through teacher consultation, assessment, classroom visitations, etc., for elementary staff.
 - 3.03 Plans, organizes, and contributes to inservice training for elementary staff.
 - 3.04 Identifies appropriate supplementary and alternative materials and resources for teachers.
 - 3.05 Assists staff in designing effective instructional strategies for use with Title 1 students.
 - 3.06 Encourages staff regarding professional obligations and opportunities.
 - 3.07 Assists in collecting, organizing, and analyzing data used in program evaluation.
 - 3.08 Assists the coordinator in matters of program management and monitoring compliance with state and federal standards.
 - 3.09 Assumes other responsibilities designated by immediate supervisor.
4. Minimum Qualifications:
 - 4.01 Valid Oregon Teaching License.
 - 4.02 Graduate level preparation in appropriate program.
 - 4.03 Demonstrated knowledge of instructional strategies for underachieving elementary students.
 - 4.04 Demonstrated leadership and organizational ability.

Desirable Qualifications:

 - 4.05 Two years' experience teaching underachieving students in elementary schools.
 - 4.06 Preference given to person with experience teaching in a Title 1 program.
5. Minimum Term of Employment: Teacher Contract.
6. Salary Level: Placement on 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: _____ Date _____
(supervisor)

Received by: _____ Date _____
(staff member)