

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/2017	<u>PROGRAM ASSISTANT, GENERAL</u>	1.8.1.1
Effective Date	Job Title	Index

### **Primary Function:**

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

### **Supervised By:**

Program Coordinator(s) and/or Director

### **Essential Functions:**

- E-1 Provides leadership in program design, development and coordination.
- E-2 Coordinates/facilitates licensed and/or classified work teams.
- E-3 Reviews and evaluates instructional and/or operational programs, materials and research based practices.
- E-4 Attends meetings with Program Assistants and other staff as needed.
- E-5 Represents the program coordinator/director as requested for selected functions and professional tasks within and outside the district.
- E-6 Advises the program coordinator/director in matters of program management and planning.
- E-7 Serves as a resource to and communicates with district staff and stakeholders, including (but not limited to):
  - Administrative Leadership
  - Instructional Mentors, Teachers, and Instructional Assistants
  - Parents/Community
  - Other Educational Agencies
- E-8 Designs and delivers professional development.
- E-9 Collaborates with staff across disciplines.
- E-10 Creates and/or aligns tools and resources to support instruction.
- E-11 Identifies and analyzes data, including student behavior and performance, to inform the work.
- E-12 Supports the implementation of the district curriculum, instruction, and assessment.
- E-13 Supports the implementation of State and Federal requirements.
- E-14 Follows specified standards, policies and procedures of the building and District.
- E-15 Follows a work plan:
  - Self-developed (may develop and/or monitor a budget) or coordinator-developed.

### **Additional Functions**

- A-01 Performs other duties as assigned.

### **Minimum Qualifications:**

- a. 5 years of verified successful classroom teaching experience
- b. Master's Degree or equivalent training with expertise in a content area related to the assignment or with project/grant management
- c. Oregon Teaching License valid for the assignment
- d. Valid Oregon Driver's License or other means of consistent and reliable transportation
- e. Skills in leadership, organization, and communication

- f. Ability to use current technology to fulfill job requirements
- g. Knowledge of teaching strategies, curriculum, and program materials
- h. Use of interpersonal, collaborative and consultation skills with a variety of groups and individuals
- i. Use of confidentiality practices regarding student information
- j. Ability to write curriculum and facilitate successful professional development presentations.
- k. 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: \_\_\_\_\_