

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/2020	<u>PROGRAM ASSOCIATE, GENERAL</u>	1.8.2
Effective Date	Job Title	Index

### **Primary Function:**

Provide leadership for the development, implementation and maintenance of specific instructional programs and initiatives for the District. Collaboratively creates tools, resources, and programmatic supports to align and improve instruction and systems district-wide.

Provide professional learning, support, and coaching/modeling to teams and individuals regarding effective teaching and learning techniques, data analysis, and teaming structures.

### **Supervised By:**

Program Coordinator(s) and/or Director(s)

### **Essential Functions:**

- E-1 Provides leadership in program design, development and coordination.
- E-2 Coordinates/facilitates teacher work teams.
- E-3 Reviews and evaluates instructional programs, materials and research based practices and systems.
- E-4 Attends meetings with Program Associates and other staff upon request.
- 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 or supports the following people and roles: Administrative Leadership, Program Associates, Instructional Mentors, Behavior Specialists, Teachers, and Educational Support Professionals, Parents/Guardians, Families, Community Partners, Students, Other Educational Agencies
- E-8 Communicates with District staff, families, students and community.
- E-9 Designs and delivers professional learning.
- E-10 Provide coaching and modeling of effective teaching and learning techniques to individuals and teams.
- E-11 Collaborates with staff across disciplines and departments.
- E-12 Creates and/or aligns tools and resources to support instruction and the analysis of school- and district-level systems.
- E-13 Analyzes student and school performance data to inform the work.
- E-14 Supports the implementation of district programming and initiatives.
- E-15 Supports the implementation of State and Federal requirements.
- E-16 Follows specified standards, policies and procedures of the building and District.
- E-17 Follows a work plan. The work plan may be self-developed or in collaboration with supervisor; May develop and monitor a budget or other resources.

### **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 or with project/grant management
- c. Oregon Teaching License valid for the assignment
- d. Valid Oregon Driver's License
- 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, plus five (5) days.

### **Salary Level:**

Placement on the current Salem-Keizer Public Schools licensed employee salary schedule, plus an additional, FTE pro-rated differential compensated at 9.1% of the M+0, Step 4 experience salary.

### **Evaluation:**

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

Salem Keizer School District is an equal opportunity employer.