

**Jordan School District
LICENSED JOB DESCRIPTION**

Job Title: **Staff Assistant – Curriculum/Staff Dev-Spec. Prog** Lane Placement: **A8**
 Department / Location: District Office/Curriculum FLSA Classification: **Exempt**
 Supervisors Title: Administrator, Curriculum/Staff Dev. Contract: **225 Days**
 Department Approval: *Sharon J. Johnson* Date: **7-11-12**
 ADA Review: *Junele Masten* Date: **7-11-12**
 Human Resources Approval: *Brynn* Date: **7-11-12**
 Superintendent Approval: *William A. Johnson* Date: **7/12/12**
 Original date: **06/12** Revised: Revised: Revised:

GENERAL FUNCTION

The **Staff Assistant** is responsible to assist the Administrator of Curriculum/Staff Development and Special Programs (administrator) in the development, implementation, and direction of programs under the supervision of the administrator. A primary responsibility of the staff assistant is to assist in the development and implementation of an employee evaluation system in Jordan School District (district) that aligns with state educator standards and evaluation expectations.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Assist in the development and implementation of an electronic employee evaluation system for all employee groups to be aligned with state educator standards and evaluations.
- Provide leadership in the development and implementation of student learning outcomes in all curriculum content areas.
- Assist in the development and implementation of online professional development for licensed personnel.
- Assist in the development, implementation, and evaluation of online student courses.
- Assist in responding to requests from the administration and the Board of Education. Prepare reports and materials relating to programs and departments under the supervision of the administrator.
- Assist in the coordination of district-wide programs and activities as assigned.
- Assist in monitoring and assessing program effectiveness.
- Assist in the development and implementation of procedures that provide the health and safety of students and employees.
- Assist in assurance of compliance with district policy, State and Federal regulations regarding programs/departments under the supervision of the administrator.
- Assist in planning and prioritizing the reproduction of printed materials.
- Assist in the coordination of district curriculum development and staff development activities with the Utah State Office of Education.
- Assist in the training and evaluation of Curriculum and Staff Development personnel as well as training for all district teacher specialists.
- Attend district, state, and other meetings as assigned by the administrator.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- A minimum of five (5) years of administrative experience is required.
- Experience as a school principal preferred.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Ability to manage the development and implementation of appropriate programs with the division.
- Demonstrated ability to work effectively and cooperatively with individuals and groups throughout the district and with all levels of district employees, including administrative, licensed and classified personnel.
- Ability to develop and implement policies, guidelines and procedures for the Curriculum and Staff Development department.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. Frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. Occasionally required to use hands to handle or feel.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.