

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-17**

50557v3

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS****POSITION TITLE: PROGRAM IMPLEMENTATION ASSISTANT****REPORTS TO: School Principal****QUALIFICATIONS:**

- a) valid Manitoba Teaching Certificate
- b) minimum of an undergraduate degree
- c) minimum of two years teaching experience in St. James- Assiniboia School Division.
- d) presently performing the duties of an Early Years K - 5 teacher.
- e) highly motivated and experienced in the subject area designated by the school.

RESPONSIBILITIES:**1. Teaching Duties**

A Program Implementation Assistant must remain a teacher, and must be given adequate time for class preparation and program implementation duties.

2. Professional Development

The Program Implementation Assistant will:

- a) acquaint new teachers with curricula, standards and procedures
- b) introduce new materials and trends in the designated subject area
- c) attend in-services and professional learning communities
- d) help to select staff members to attend in-service and relevant workshops
- e) organize subject area in-services within the school
- f) provide an invigorating climate to encourage innovation

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- g) encourage classroom visitations among teachers, with a view to improving instruction
- h) foster the sharing of materials.

3. Curriculum

The Program Implementation Assistant will:

- a) assist classroom teachers in curriculum and program planning,
- b) assist subject area teachers in course modifications required to meet the needs and abilities of each of the subject area classes,
- c) communicate to subject area members, any changes and developments in curricula.
- d) monitor the student assessment and evaluation program in the school,
- e) assist with program modifications to address special needs.

TERM OF EMPLOYMENT:

By annual appointment upon the recommendation of the principal to the Superintendent.

EVALUATION:

Evaluation will be carried out in accordance with provisions of the Board's policies on evaluation of professional staff.

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