



Sample Job Descriptions for Sexual Risk Avoidance Education (SRAE) Administrators and Presenters

TIP SHEET | June 7, 2022

To set up your program for success, it is important that all program staff have clear direction and understand expectations regarding roles and responsibilities. Program staff should receive a 30-60 and/or 90-day evaluation in addition to a yearly written and oral evaluation which includes a review of job description responsibilities.

Two of the most common roles related to SRAE programs are the SRAE Administrator and the SRAE Program Presenter. The following job descriptions are examples that should be tailored to your organization's desires/needs.

SRAE Administrator Job Description

Profile

- Agrees with the mission and vision of the organization
- Has a bachelor's degree or higher in a related field or equivalent experience
- Exhibits strong leadership and interpersonal communication skills
- Exhibits excellent organizational skills, is self-directed, and able to carry out responsibilities with little or no supervision
- Exhibits computer competency and a willingness to become proficient in presentation and related software

Responsibilities

- Management:
 - Provide general project leadership
 - Hire program staff

- Secure appropriate SRAE curriculum and supplies needed to implement programming
 - Develop and maintain relationships with other community organizations including school administrators and teachers
 - Schedule presentations for presenters
 - Participate in continuous professional development opportunities and manage staff's professional growth and certifications for presenting selected curriculum
 - Manage Continuous Quality Improvement (CQI) of curriculum presentations and perform reviews and evaluations of staff
 - Manage data collection efforts for measurement of evidence of program impact
- Administrative:
 - Write and maintain an annual program budget
 - Perform routine office work for presentations as needed, such as making copies, returning phone calls and email, etc.
 - Read articles, studies, etc. to stay current on culture trends impacting sexual health issues
 - Write a monthly report of activities and lead staff and other organizational meetings

Hours: variable (approx. 30-40 hours per week)

Compensation: salary

SRAE Program Presenter Job Description

Profile

- Agrees with the mission and vision of the organization
- Has a bachelor's degree or higher in a related field or equivalent experience
- Exhibits skill in public speaking and interpersonal communications

- Exhibits excellent organizational skills and is self-directed and able to carry out responsibilities with little or no supervision
- Exhibits computer competency and a willingness to become proficient in presentation and related software

Responsibilities

- Presenting:
 - Obtain and maintain relevant certifications and credentials to validate qualifications to present SRAE curriculum
 - Present curriculum content with integrity and fidelity
 - Establish and maintain an ongoing working relationship with area administrators and teachers
 - Participate in continuous professional development opportunities
 - Observe other presenters and receive feedback from other presenters for Continuous Quality Improvement (CQI)
- Administrative:
 - Perform routine office work for presentations as needed, such as making copies, returning phone calls and emails, etc.
 - Read articles, studies, etc. to stay current on culture trends impacting sexual health issues
 - Submit a monthly report of activities and attend staff and other organizational meetings as needed

Hours: variable (approx. 20 hours per week)

Compensation: hourly

Note: A possible guideline for determining pay for program presenters may be determined by exploring the current wages paid to local substitute teachers within the school systems served.

More Sexual Risk Avoidance Education (SRAE) Implementation Tip Sheets:

[Tip Sheet: How to Implement Effective SRAE Programming](#)

[Tip Sheet: Important Facts About SRAE](#)

[Tip Sheet: Creating a Healthy Organizational Culture to Support Your SRAE Program](#)

[Tip Sheet: Considerations for Implementing an SRAE Program at the Local Level](#)

[Tip Sheet: Cost Considerations of Implementing an SRAE Program](#)

[Tip Sheet: Choosing an SRAE Curriculum](#)

[Tip Sheet: How to Interview Candidates for the SRAE Presenter Role](#)

[Tip Sheet: Qualities of a Successful SRAE Presenter](#)

[Tip Sheet: Finding Effective SRAE Presenters](#)

[Tip Sheet: Training and Retaining SRAE Presenters](#)

[Tip Sheet: Enhancing Your Relationship with the SRAE Program Host](#)

[Tip Sheet: Getting Your SRAE Program into Schools](#)

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