



Roseburg Public Schools

A community partnership dedicated to academic and personal success for every student ...

**Whatever
it takes!**

An Invitation to Apply Student Services Administrative Coordinator

The Office of Student Services is seeking an Administrative Coordinator to join their team to provide support for student learning through high quality professional development, mentoring, and grant management.

APPLICATION PROCESS

- Application screening will begin
May 27, 2022
through Roseburg's Private Label Frontline
Recruit & Hire website.
A link to this site is located on the
District's website at
www.roseburg.k12.or.us.

COMPENSATION

- 2022-2023 Salary \$98,971* to \$111,292*
- 12 month work calendar (260 days)
- Benefit Package (medical, vision,
dental, life, disability, and district-paid

For more information contact:

Tracy Powell
Human Resources
Roseburg Public Schools
1419 NW Valley View Dr.
Roseburg, OR 97471
541-440-4008 or
tdpowell@roseburg.k12.or.us



CHECK US OUT! YOU'LL LOVE IT HERE: WWW.THEUMPQUALIFE.COM

THE AREA

The North Umpqua River, which novelist Zane Grey called the most beautiful river in the world, as well as the South Umpqua River, winds through this family-centric community. Located centrally to the Oregon Coast, Crater Lake National Park, and the City of Eugene, Roseburg is home to an historic downtown, a museum of natural history, the Umpqua Valley Arts Center, the Festival of Lights, Wildlife Safari, and Music on the Half Shell.

THE DISTRICT

Roseburg Public Schools serves over 6000 students on 12 campuses: 1 high school (9-12), 2 middle schools (6-8), and 9 elementary schools (K-5). Committed to excellence in every aspect of its operation, the district has gained a reputation as a school system dedicated to achieving high standards for all students. The community is supportive of our local schools with many employers and service groups encouraging and facilitating volunteerism in our schools.

DESIRED QUALITIES & QUALIFICATIONS

EDUCATION

- Master's Degree in Education or related field
- Oregon Administrator's License
- Academic background in staff supervision, staff development, curriculum and instruction, assessment and Special Education
- Minimum two years experience in an educational setting or environment
- Minimum two years successful administrative experience (school or district level), or demonstrated in prior leadership skills in other roles

DEMONSTRATED PROFICIENCIES

- Development and supervision of successful and innovative special education programs.
- Experience or knowledge of regional social service and delivery systems.
- Collaborative, innovative and team leadership with strong facilitation skills.
- Experience leading teams.
- Ability to work collaboratively with district staff and community partners.
- Application of Oregon education law and policies relating to IDEA.
- Skills in data-based decision making for program improvement.
- Knowledge of Oregon state educational standards and assessment procedures.
- Implementation and/or understanding of secondary Positive Behavior Supports systems.
- A background with collaborative problem solving and Conscious Discipline.