

Baker School District 5J
BELC Coordinator
IN & OUT DISTRICT
April 6, 2022

POSITION INFORMATION

- Baker School District is currently seeking a candidate for a 1.0 FTE position of Baker Early Learning Center Coordinator; Position will be located at BELC, 2725 7th Street, Baker City, OR.
- This position will be a 220-day contract and will begin August 1, 2022.
- See video, "Celebrate Baker City", on home page at the bottom: <https://www.baker5j.org>.
- See "Teaching in Baker City" video at <https://youtu.be/FqM7GeXATml>.

POSITION SUMMARY

The BELC Coordinator works directly with community partners to create, structure, and staff an Early Learning Center and provides leadership and coordination of services that supports the education and training of students in the Early Learning Center. This position is responsible for the development of program policies, procedures, goals and budget, as well as strategies for implementation of cohesive philosophy, mission and operational procedures for the complex operation. The BELC Coordinator will also provide direction and oversight in personnel administration, staff supervision, fiscal administration, facility management and program administration and will act as a community liaison participating in and collaborating with affiliated agencies, and programs in support of children and families. The BELC Coordinator is responsible for the ongoing coaching, mentoring and modeling of all center staff to ensure a high-quality, model center with an authentic, hands-on approach to learning. This position is responsible for the day-to-day operations of the facility, ensuring compliance with local, state, and federal guidelines while supporting our mission to provide high-quality care and education to children.

ESSENTIAL REQUIREMENTS

- A valid and current Oregon Administrator's License.
- Master's Degree or equivalent training.
- A minimum of five years of successful teaching experience resulting in acquired skills in planning, organizing, and controlling a major area of responsibility.
- Knowledge of the administrative/support services which a school system provides.
- Enroll in the State of Oregon Early Learning Division central registry by start date.
- Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements.
- Administer the school district's Mission, Vision, Core Values and Goals.
- Ability to prepare district level reports that are required by law or are requested by the superintendent; Ability to organize and maintain accurate records and to meet deadlines.
- Ability to serve as liaison between the district and community, interpreting activities and policies of the district and encouraging community involvement with the district.
- Ability to provide direction to others and to make independent judgments.
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community.
- Ability to maintain confidentiality.
- Ability to communicate with individuals of varied cultural and educational backgrounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Baker Early Learning Center:

- Assists Superintendent in the hiring, training, and assigning of the school's professional staff and supervises the school's teaching process.
- Supervises all licensed and classified staff for the school and assumes responsibility for the safety and administration of the building.
- Responsible for evaluating all assigned staff members regarding their individual and group performances.
- Plans, organizes and/or directs implementation of all school activities.
- Establishes guidelines for student conduct and maintenance of student discipline.
- Supervises the enforcement of the immunization laws and provides oversight to see that health records are kept current.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs and to interpret Board policies and administrative directions.

- Prepare the school's budget requests and monitors expenditures of funds. Maintains and controls the various local funds generated by student, parent and/or community activities, as appropriate.
- Conducts staff meetings to keep members informed of policy changes, new programs, etc.
- Keep the Superintendent and Board informed of the school's activities, concerns and programs.
- Keep abreast of developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
- Coordinate responsibilities with District Transportation Director involving the transportation program as necessary to your building and student needs.

Community Partnerships:

- Establishes and maintains cooperative relationships with community agencies and organizations.
- Establishes and maintains cooperative relationships with community agencies and organizations, and explores ways and means of using community and school resources to provide services to students.
- Establishes critical communication linkages with internal and external audiences.
- Initiates and maintains positive, professional communication with school staff, department staff, parents, the community, and agencies.
- Develops and disseminates program information, data, and materials; makes presentations to internal leadership team, interested agencies and community organizations.
- Establishes and maintains cooperative relationships with community agencies and organizations.

Other Duties Associated with this Position:

- Maintains satisfactory attendance, as defined in District policy and regulations (GCBD/GDBD).
- Ensure compliance with District, State, and Federal laws, rules, and regulations.
- Perform other duties and responsibilities as required by the Superintendent and/or Board.

CONTRACT INFORMATION

- Annual Salary Range is \$99,446 - \$121,225 (based upon 220 days) depending on years of experience based on the 2022-2023 Administrative Salary Schedule. Baker School District allows all U.S. school district administrative experience years (excluding substitute experience) to be used in placing the administrator on the salary schedule.
- Baker School District 5J offers a comprehensive and competitive benefits package with multiple choices available to employees. Benefits offered include medical, dental and vision insurance, life insurance, short- and long-term disability, long-term care, tax-deferred retirement savings plans, and more. In addition, the District shall pay the six percent (6%) employee contribution (PERS) required by ORS 238.200 and ORS 238A.330.

APPLICATION PROCEDURE

- **In District (Current Employee on Contract with the District)**
In order to be added to the applicant pool, apply through Frontline and upload a Letter of Interest and a current Resume.
- **Out of District**
Apply through Frontline at <https://www.applitrack.com/Baker5J/onlineapp/> and upload a Letter of Interest, a Resume, and three Letters of Recommendation. If you have any questions, please call Cathy Martin, Personnel Department, at 541-524-2260, or email at cathy.martin@bakersed.org.

DISTRICT POLICY

It is the District's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215).
- OR Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

CLOSING DATE

- Open Until Filled.