



Job Description

Job Title: Director of the Center for Advanced Learning

Job Summary:

The Director is responsible for working through the Public Charter School- Center for Advanced Learning Governing Board to offer Career Technical Education programming to students from each of the three partner school districts- Gresham-Barlow School District, Reynolds School District, and Centennial School District. The Director maintains responsibility for staff leadership and development, as well as overall management and operations of programs. The Director manages the recruitment of students, development and implementation of curriculum, and student achievement data. The Director's work is defined by mission, goals, and objectives and is administered in accordance with board policies, statutory requirements and administrative rules shared by the Governing Board. In addition, the Director serves as an advocate for the staff, school and community. The Center for Advanced Learning has six CTE Programs of Study which include: Manufacturing, CIS Cyber-Security, Health Sciences, Video Broadcasting and Entrepreneurship. The regional charter high school serves 11th and 12th grade students from Centennial School District, Reynolds School District, and Gresham-Barlow School District.

Essential Job Functions:

Apply an equity lens for leadership so that EACH and EVERY learner will receive the necessary resources they need individually to thrive.

- Implements culturally relevant instructional practices
- Organizes curriculum to meet program objectives
- Seeks the input of business and industry in developing and sustaining appropriate outcomes
- Revises curriculum to meet changes in business and industry priorities keeping innovation and creativity as a constant
- Recruits staff that meet qualifications necessary to achieve outcomes and objectives
- Provides staff development to assist in curriculum implementation
- Supervises staff to ensure goals and objectives are met
- Creates strategies to enhance communication between instructors and students, parents and community
- Plans and coordinates board meetings and agendas with the board chair
- Coordinates with partner districts to ensure alignment of services and programs across all three districts.
- Develops and maintains collaborative relationships with home high schools which assist in implementing curriculum and providing support to recruitment of students
- Proactively assesses market trends and collaborates with key industry players
- Leads partnership in education reform effort at all levels (metro, regional, state and national) and cultivates relationships with higher education

- Nurtures business and community partnerships to expand and enhance opportunities for students
- Works collaboratively with staff to ensure programs meet mission and vision of stakeholders
- Develops and oversees operating budget and expenditures
- Oversees operation of physical plant to assure assets are maintained
- Conducts an annual evaluation to assist Governing Board in reviewing performance and planning for the future
- Demonstrates knowledge of Oregon CTE Standards
- Oversees development of Social Emotional Learning and behavioral supports
- Works collaboratively with partner school districts on system alignment of career pathways programs
- Develops programming in alignment with and agreed upon by partner districts
- Analyzes and interprets policy and procedural guidelines, to formulate, develop and present recommendations to resolve problems and questions
- Adheres to the Professional Standards for Educational Leaders
- Directs the support services program for special population students
- Serves as an innovative leader to plan, development, and implement strategies which result in program sustenance, continued growth, and expanded opportunities for students
- Reports to partner districts regarding school improvement plans and student outcomes.

Licensing/Special Requirements: Requires current Oregon TSPC Initial or Continuing Administrator licensure or the qualifications to obtain said licensure.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

The Center for Advanced Learning recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

Center for Advanced Learning
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