



# Northwest Regional Education Service District

## NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

**Position Title:** Coordinator of Early Intervention/Early Childhood Special Education  
**Department:** Special Student Services  
**Location:** Columbia Service Center  
**Reports To:** Director of Early Intervention/Early Childhood Special Education Program  
**Salary:** Administrative Salary Schedule  
**FLSA Status:** Exempt  
**Days:** 220  
**FTE:** 1.0

Prepared Date: 05/2019

**NW REGIONAL ESD'S MISSION STATEMENT:** *In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

### **GENERAL DESCRIPTION:**

This position is responsible to coordinate Early Intervention/Early Childhood Special Education programs as assigned, and to provide a broad continuum of services to children birth to kindergarten age under the mandates of state and federal laws (PL99-457 and PL 1 01-4 76). These programs are implemented in accordance with ESD policies and procedures, Oregon statutes and administrative rules, and federal laws and regulations. These programs must also be consistent with and supportive of the instructional programs carried out in the local districts in which the ESD is operating.

### **QUALIFICATIONS: Knowledge, Skills and Abilities Required:**

1. Valid Oregon Administrator's License
2. Valid Oregon Driver's License and vehicle insurance
3. Related experience as a teacher or administrator
4. Strong communication skills (written and oral)
5. Strong interpersonal and leadership skills
6. Willingness to work hours as needed to meet the needs of the local school districts and the Related
7. Services program

#### **Clatsop Service Center**

3194 Marine Drive  
Astoria, OR 97103  
503-325-2862 Fax: 503-325-1297

#### **Columbia Service Center**

800 Port Ave  
St. Helens, OR 97051  
503-366-4100 Fax: 503-397-0796

#### **Tillamook Service Center**

2515 3<sup>rd</sup> Street  
Tillamook, OR 97141  
503-842-8423 Fax: 503-397-6272

#### **Washington Service Center**

5825 NE Ray Circle  
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503-614-1428 Fax: 503-614-1440



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8. Ability to work with diverse populations
9. Ability to understand and effectively work with state and federal budgetary resources
10. Strong decision making abilities.
11. Creative and collaborative problem solving abilities.

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.**

1. Coordinate and supervise the delivery of NWRESD's Early Intervention and Early Childhood Special Education services as assigned
2. Collaborate with Related Services Department and Schools Department administrative staff in the smooth and effective delivery of services to component districts
3. Regular and punctual attendance for daily work schedule and meetings that may occur before or after the regular workday
4. Assure program operation consistent with program model and in compliance with state and federal laws and regulations, and NWRESD procedures and guidelines
5. Provide support to staff to meet changing needs of students and programs, including goal setting, development of a wide variety of effective instructional/evaluation strategies, classroom/student management, record keeping, and other identified needs
6. Consult with and respond to the needs of local districts related to EI/ECSE. Provide advice and guidance on EI/ECSE matters to local districts when requested
7. Serve as liaison between the ESD and the Oregon Department of Education and other state and federal agencies and organizations as assigned
8. Prepare and submit required project proposals and reports for NWRESD on matters relating to programs/ services overseen
9. Participate in the selection, assignment, professional development and supervision evaluation of assigned personnel (licensed and classified) according to NWRESD policy and guidelines
10. Develop and monitor program budget; monitor expenditures to stay within budgetary guidelines
11. Serve as a member of the ESD's Leadership Team
12. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
13. Perform other duties and responsibilities as assigned

**WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds

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- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESA patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and memos. Ability to effectively present information and respond to questions from groups of supervisors, clients, customers and the general public.

## **MATHEMATICAL SKILLS**

Ability to perform basic mathematical calculations with a high degree of accuracy.

## **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret and respond to a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems and collect data.

## **OTHER SKILLS AND ABILITIES:**

Ability to work collaboratively. Ability to establish and maintain effective working relationships with coworkers. Ability to maintain confidentiality; listen to others without interrupting; remain open to others' ideas; and contribute to building a positive team spirit.

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## **PHYSICAL DEMANDS:**

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Light. Human Resources has available detailed descriptions of physical demands for agency positions. During the final hiring process, you will need to review physical demands of your position.

## **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work is generally performed in an office environment with usually low noise levels. Travel to various sites may be required.

Work is performed in a standard office setting:

### *Daily:*

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time
- Precise control of fingers and hand movements required
- Work activities may include bending, stooping, kneeling

### *Weekly:*

- Dealing with distraught or difficult individuals

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

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## Equal Opportunity Employer

*NWRESD recognizes the diversity and worth of all individuals and groups. It is the policy of NWRESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.*

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990.

Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1407 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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