



# Northwest Regional Education Service District

## NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Director of Education Innovation and Improvement  
Department: Administration  
Location: Washington Service Center  
Reports To: Executive Director of Instruction  
Supervises: Professional and Support Staff  
FLSA Status: Exempt  
Compensation: 1.0 FTE Administrative Salary Schedule – 220 days

Prepared Date: 1/2020

### **GENERAL DESCRIPTION:**

In support of NWRESD's mission, values and goals, the Director of Innovation and Improvement is responsible for the leadership and administration of Instructional Services Department programs involving region-wide instructional improvement efforts. Under the direction of the Executive Director of Instructional Services (and in collaboration with the Director of Professional Learning and Director of Research, Assessment & Evaluation), the Director of Innovation and Improvement will improve educational access and outcomes for students across the region through innovative program development and administration. The Director will team effectively to create internal structures that encourages data- and research-informed collaboration, leadership development, and resource maximization. This position will collaborate across the NWRESD to elevate culturally sustaining school culture and pedagogies. The Director will heighten research-based programming that improves the educational outcomes across the NWRESD region while closing academic disparities for historically marginalized groups and individuals.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. Any combination of education and/or experience that provides the applicant with the knowledge and skills required to perform the job will be considered:
  - a. Master's Degree in Education or related field;
  - b. 5-7 or more years of management experience in public and/or non profit education settings.
  - c. Commitment to obtaining an TSPC administrative license with support from NWRESD
2. Demonstrated commitment to the belief that all students can learn, to educational equity, anti-racist principles and to the NWRESD's vision and mission.
3. Experience applying equity principles to transform institutional culture
4. Background leading teams in cross department work through strategic planning and continuous improvement design, implementation, and evaluation.
5. Demonstrated experience coaching and supporting leaders in their development.

#### **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  
Hillsboro, OR 97124  
503-614-1428 Fax: 503-614-1440



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6. Proven experience in collaborating in an environment with diverse individuals and group identities.
7. Ability to communicate effectively and work collaboratively with NWRESD and component district staff, the Oregon Department of Education, parents, and community partners.
8. Experience collaborating with colleagues at different levels of the educational continuum, such as early learning professionals, K-12 teachers and administrators and Higher Education faculty.
9. Demonstrated ability to absorb, analyze, and synthesize information and ideas and to present oral and written reports in a manner appropriate to audiences with diverse backgrounds.
10. Independent self-starter with an entrepreneurial mindset.
11. Experience managing public and grant budgets as well as multiple priorities, leading and supervising staff, adapting to change, and meeting timelines.
12. Proven ability to develop partnerships and maintain effective professional relationships with supervisors, staff, peers, policymakers and related community organizations.
13. Excellent organizational, communication and customer service skills

## **ESSENTIAL LEADERSHIP QUALITIES**

1. Trust: Develop trust among co-workers, community members, families, district staff and agency leadership through honesty, high expectations and fairness.
2. Communication: Communicate in an inclusive, culturally sustaining, clear and collaborative manner.
3. Equity: elevate the voices of the traditionally oppressed, interrupt discriminatory practices, and assist agency personnel in ensuring culturally sustaining environments.
4. Vision: Lead with vision for excellence, innovation, student success, and follow-through.
5. Agency-wide perspective: Be involved in, and supportive of, continuous overall improvement of the agency and its component school districts.
6. Relationship builder: Cultivate and sustain relationships with ESD colleagues, our school districts, educational agencies and other community stakeholders.

## **ESSENTIAL FUNCTIONS :**

Under the direction of the Executive Director, the Director of Innovation and Improvement:

- Provides leadership in curriculum, instruction and assessment practices.
- Demonstrates leadership as an anti-racist, equity-driven, lead learner.
- Manages federal programs including the Migrant Education Program.
- Administers the English Language Learner Program.
- Provides supervision and leadership coaching support to regional efforts such as the NW Early Learning Hub, NW Regional Child Care Resource and Referral, NW Promise, and NW STEM Hub,
- Supervises attendance initiatives
- Prepares and presents reports and professional learning to a broad cross-section of internal

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and external stakeholders for the purposes of improving student outcomes and operational efficiency

- Prepares reports and recommendations for the Superintendent and Board of Education as needed to inform decision making and to comply with state and federal regulations and service district policies, including documentation of progress toward agency, state, and federal accountability standards.
- Collaborates with various NWRESD senior administrators and leaders on various projects and initiatives.
- Coordinates and aligns initiatives with component school districts' needs.
- Coordinates and aligns improvement efforts with the Department of Education, when appropriate.
- Produces reports related to grant applications, monitoring, and summarize assessments.

## **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
- 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 NWRESD 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 :**

Spanish and English language skills preferred. Ability to read, analyze, and interpret educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and memos. Ability to effectively organize and present information and respond to questions from groups of supervisors, clients, parents, personnel, customers and the general public.

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## **MATHEMATICAL SKILLS:**

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

## **REASONING ABILITY:**

Ability to apply common sense to carry out detailed and complex written or oral instructions. Ability to deal with problems involving numerous variables in a multitude of situations. Ability to resolve issues independently, using reasonable judgment, as they come up on a day to day basis.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Works in an office environment
- Able to use a telephone, operate a computer, use other office equipment
- Ability to drive to other program sites and meetings

## **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.

**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.

## **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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