

Columbia Gorge Education Service District

Position Description

Title:	Program Administrator
Departments:	Migrant Education/Native American Education/Manage Grants
Supervised by:	Superintendent
Work Year:	220-230 Days
Salary Range:	\$113,390.00 - \$121,500.00

Location: Located in the beautiful Columbia River Gorge in Wasco and Hood River counties, the CGESD provides educational services to the North Wasco County, Dufur, South Wasco County and Hood River County school districts.

Key Qualities & Characteristics:

Visible & Approachable Leadership

- Actively engaged in the ESD, districts, and broader community.
- Serves as a trusted liaison between the organization and external stakeholders.

Collaborative & Inclusive

- Works effectively with diverse community members, fostering partnerships.
- Values teamwork, inclusivity, and open engagement with all stakeholders.

Commitment to Equity & Accessibility

- Dedicated to ensuring equitable educational opportunities for all students.
- Advocates for inclusive policies that support underserved populations.

Strong Communication & Listening Skills

- Communicates effectively both orally and in writing with all stakeholders.
- Keeps lines of communication open with diverse groups, ensuring transparency.

Integrity & Trustworthiness

- Demonstrate honesty, transparency, and ethical decision-making.
- Respects differing opinions while maintaining a position of trust and respect.

Understanding of Rural Communities

- Recognizes and appreciates the unique needs, values, and dynamics of rural areas.
- Adapts leadership style to align with local community expectations.

Financial & Budgeting Acumen

- Demonstrates sound fiscal management and stewardship of resources.
- Understands school finance and budget planning to support sustainable operations.

Conflict Resolution & Trust Building

- Addresses challenges with professionalism and diplomacy.
- Build trust by resolving conflicts in a fair, transparent, and constructive manner.

Effective Delegation & Oversight

- Balances leadership with empowerment, ensuring clear communication.
- Supports and trusts team members while maintaining accountability.

Creative & Strategic Problem-Solving

- Analyzes complex issues and develops innovative, practical solutions.
- Considers multiple perspectives to make well-informed decisions.

Visionary Leadership & Team Building

- Inspires, leads, and motivates staff toward a shared vision.
- Creates a positive, goal-oriented culture that fosters professional growth.

Understanding of ESD's Role in Education

- Recognizes the importance of ESDs in supporting multiple districts.
- Adapts to the distinct needs of each district while maintaining overarching goals.

Position Purpose:

This position is responsible for administering, planning, conducting and evaluating all Migrant Education Programs (Regular Year, Preschool, and Summer School) and related activities in compliance with Federal, State, and ESD regulations; serving as a resource to other school personnel, the Board and other districts; and maintaining adequate staffing to ensure objectives of programs are achieved within budget.

Core Job Functions:

1. Administers the operations of the programs within collective bargaining contracts, board policies and administrative rules.
2. Collaborates with district personnel and stakeholders in other districts for the purpose of implementing and maintaining services and/or programs.
3. Coordinates program components, support needs and materials for the purpose of delivering services which conform to established guidelines.
4. Represents programs and the ESD in meetings with parents, contractors, ODE and other stakeholders.
5. Facilitates communication and coordination among instructional staff for the purpose of meeting program outcomes and ensuring that state mandates are achieved.
6. Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives and requirements.
7. Prepares written reports and provides documentation to meet reporting requirements and convey other appropriate and necessary communication.
8. Presents information on programs, services, regulations, etc. for the purpose of serving as a resource to program personnel, the Board, local schools, parents and other districts.
9. Recruits, hires, supervises and evaluates personnel in accordance with ESD policies and ODE requirements for the purposes of maintaining adequate staffing, enhancing productivity of personnel and ensuring that program objectives are achieved within budget.
10. Develops proposals and grants for the purpose of implementing new and enhancing existing programs.
11. Follows and supports ESD policies and procedures.
12. Performs other duties as they may be assigned to support the success of the agency.

Department Specific Responsibilities:

- Recognize the family as the major long-term influence in a child's life and will support families, in all their diversity, in their hopes and plans for their child.

- Design, implement, and evaluate appropriate services for children and students with their families in their local communities.
- Apply federal and state legislative regulations, policies, procedures, and ethics affecting assigned programs and work to establish program guidelines which best utilize people, materials, time, and dollars.
- Provide coordinated services in a manner that ensures that efforts of the family, ESD programs and community services are complementary and un-duplicated and that they are in concert with identified needs and family preferences.
- Demonstrate knowledge of and ability to apply research in relevant fields.
- Reflect on current performance, identify professional goals and participate in staff development activities which contribute to improved professional practices.

Knowledge, Skills and Abilities:

- Ability to work as an integrated team member, capable of functioning positively with diverse groups and agencies in providing appropriate programming.
- Community awareness of available resources.
- Skills to manage personnel and programs, and problem solve.
- Effective written, verbal and interpersonal communication skills.
- Knowledge of curriculum, federal, state and district educational policies.
- Extensive understanding of/ or experience working with migrant populations.
- Bilingual in Spanish and English preferred
- Passionate about engaging families and students to benefit student outcomes.

Education and Experience:

- Extensive experience working with migrant populations and/or Master's Degree and TSPC licensure in Education or related field.
- TSPC Administrator License required.
- Experience/training in migrant education and inclusive preschool programs preferred.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the core functions of this job. While performing the duties of this job, the employee works with standard office equipment with moving mechanical parts and computers. Position involves sitting and walking and some travel.

The noise level in the work environment is low to moderate.

Physical Requirements:

1. In an eight-hour day employee may:

Stand/Walk	{ }None	{ }1-4 hrs	{ }4-6 hrs	{x}6-8 hrs
Sit	{ }None	{ }1-3 hrs	{ }3-5 hrs	{x}5-8 hrs
Drive	{ }None	{ }1-3 hrs	{ }3-5 hrs	{x}5-8 hrs

2. **Employee may use hands for repetitive:**

☒ Single Grasping ☒ Pushing and Pulling ☐ Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

☐ Yes ☒ No

4. **Employee may need to:**

Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. **Lifting:**

☐ **Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

☐ **Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.

☒ **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Columbia Gorge ESD Board policy on evaluation.

Terms of Employment:

Number of days per year (220-230) as per district policy and available resources.

This is to certify that I have read this Position Description and agree with its contents.

Employee's Signature

Date

Columbia Gorge Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act