



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Executive Director of Early Learning

Department: Early Learning

Location: Washington Service Center

Reports To: Superintendent's Office

FLSA Status: Exempt

Bargaining Unit: Non-represented

Compensation: Commensurate with Experience: \$149,387.56 - 163,374.73*

*Compensation inclusive of \$15,000 Tax Sheltered Annuity (TSA): This amount may be directed into a tax sheltered annuity (403 b plan), deferred compensation program (457 plan), or paid directly to the Executive Director of Early Learning for other personal investment.

Prepared Date: 10/2022

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:

The Executive Director of Early Learning at NWRESD is the lead administrator for all birth through age five educational and family partnership programming. Current programs include Early Intervention (EI), Early Childhood Special Education (ECSE), NW Early Learning Hub, NW Child Care Resource & Referral System (CCRR), and the NW Parenting Hub.

The Executive Director is an anti-racist agency-wide leader responsible for program vision, administration, standards, monitoring, accountability, and reporting within the mission and vision of the NWRESD. As a member of various leadership teams, the Executive Director will ensure high levels of collaboration amongst and between departments, effectively communicate with staff, family, community and school district stakeholders, and assure program resources and improvement efforts are aligned to meet the commitments established in the NWRESD Strategic Plan.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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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 3rd 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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1. Master's Degree in Early Childhood Education, Early Intervention/Early Childhood Special Education, Special Education, Elementary Education, Educational Psychology or related field
2. Valid Oregon Administrative License
3. Minimum of 5 (five) years successful experience managing people, programs, and services in the field of Early Childhood, Early Intervention/Early Childhood Special Education or K-12 Education
4. Extensive knowledge of best and developing trends, policies, and practices of birth through five year old education, family support and engagement.
5. Extensive knowledge of continuum of services for children, birth through five, under the mandates of state and federal law, including Oregon Early Intervention and Special Education Administrative Rules.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Lead and oversee the EI/ECSE program for NWRESD. This includes but is not limited to:
 - a. Ensuring individualized, high-quality services and supports to families with children experiencing qualifying developmental delays and/or disabilities.
 - b. Monitoring and improving the referral, to evaluation, to eligibility to service pipeline to streamline the process for families and their children, and ensure ESD resources are used effectively and efficiently.
 - c. Overseeing all aspects of the early learning department budget to ensure fiscal integrity and alignment with the NWRESD strategic goals and priorities.
 - d. Ensuring Child Find activities and timelines are met.
 - e. Coordinating all federal and state early childhood grants and is the primary liaison with ODE and DELC.
 - f. Planning for direct program improvement designed to increase high-quality inclusive opportunities while also emphasizing family instruction and engagement.
 - g. Initiating and organizing professional development related to program goals incorporating program success data and qualitative feedback from program staff, families and partners.
 - h. Regularly analyzing qualitative (e.g., empathy interviews) and quantitative data (e.g., AEPS assessment data) in order to regularly evaluate and improve the program.

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- B. Direct and support NW Early Learning Hub, NW Parenting Hub, and NW Child Care Resource and Referral programs offered in Clatsop, Columbia, and Tillamook Counties.
- C. Supervise and support program administrators as assigned and across multiple sites and program areas.
- D. Coordinate program with county service center administrators and other academic executive directors
- E. Collaborate with other NW Regional ESD programs to improve services to children, families and staff.
- F. Leverage existing and potential resources to increase access and quality in Early Childhood Programs with a specific focus on children from historically marginalized communities.
- G. Perform other reasonable duties that from time to time may be assigned to meet the usual and unusual demands placed on the organization.

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:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other

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employees of the organization.

MATHEMATICAL SKILLS:

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

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

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:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required

Required Physical Demands of Essential Functions and Responsibilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach

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with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

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 their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. 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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