



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title:	Executive Director of Instruction
Department:	Instructional Services
Location:	Washington Service Center
Reports To:	Deputy Superintendent
FLSA Status:	Exempt
Bargaining Unit:	Nonrepresented
Compensation:	Commensurate with Experience

Prepared Date: April 2021

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 Instruction at NWRESD is the chief administrator for all Kindergarten through Post Secondary instructional services programming. Current programs include Professional Learning, Data/Assessment, College and Career Readiness, STEM/CTE, Migrant and Title III Education, Outdoor School, Regional Educator Networks, and Truancy.

The Executive Director is an anti-racist agency-wide leader responsible for program vision, innovation, and administration, within the mission and vision of the NWRESD. As a member of the Superintendent's Cabinet, the Executive Director will ensure high levels of collaboration amongst and between departments, effectively communicate with staff, educators, and school district stakeholders, and ensure program resources and improvement efforts are aligned to meet the commitments established in the Board-adopted 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.

1. Master's Degree in Education Leadership or related field.
2. Valid Oregon Administrative License required OR willingness to obtain license by July 2022.
3. Minimum of 7 years successful experience managing people, programs, and services in the field of K-12 education.
4. Extensive knowledge of best practices and developing trends, policies, and practices in K-12 education with a specific focus on curriculum and instruction.



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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 Instructional Services Department for NWRESD. This includes but is not limited to:
 - Technical assistance to the region's 20 school districts on their Student Investment Accounts, school improvement efforts, and teaching and learning leadership
 - Networks of educators across 20 school districts participating in professional learning in the following areas: Early Learning, 9th Grade Success Network, Social/Emotional Learning, Early Literacy and Instructional Coaching, school safety and prevention, (others areas TBD)
 - College and Career Readiness including Dual Credit programming
 - Title III
 - STEM/CTE including the NW STEM Hub Leadership
 - Outdoor School
 - Data/Assessment
 - Migrant Education
 - Truancy and attendance initiatives
 - Grant writing
- B. Directly supervise and support program administrators across multiple teams and a current staff of 50.
- C. Lead coordination efforts across Professional Learning, Data/Assessment College and Career Readiness, STEM/CTE, Migrant Education, Outdoor School, and Truancy.
- D. Connect expert knowledge of best-practices in instruction with innovative educational programming.
- E. Oversee all aspects of the budget to ensure fiscal integrity and alignment with the NWRESD strategic goals and priorities.
- F. Use knowledge of local contexts with key educational and community partners, in leading and resourcing complex systems.
- G. Leverage existing and potential resources through grant solicitation; maximize community and state resources.
- H. Perform other reasonable duties that from time to time may be assigned to meet the usual and unusual demands placed on the organization.



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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
- Effectively leads 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 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.



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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

PHYSICAL DEMANDS:

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. While performing the duties of this job, the employee is frequently required to sit, walk and 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 with hands and arms and stoop or kneel. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 30 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



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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.