



Job Title: Program Analyst 4 - (Early Learning Hub Manager)

Closing Date: February 19, 2014

\$56,364.00 - \$82,620.00 Annually

Location: Salem, Oregon

OUR MISSION: The Oregon Department of Education fosters excellence for every learner through innovation, collaboration, leadership, and service to our education partners.

OUR VALUES: Equity for Every Student; High Quality Education; Results Focused; Service; Leadership; Teamwork; People Are Our Greatest Asset

The Oregon Department of Education is recruiting for a limited duration, full-time position with the Early Learning Division at the Oregon Department of Education in Salem, Oregon. This position is scheduled to end June 30, 2015. However, we anticipate grant funding through December, 2016.

ABOUT THE OREGON DEPARTMENT OF EDUCATION

The [Oregon Department of Education](#) provides statewide leadership for all elementary and secondary students in Oregon's public school districts and education service districts. Responsibility also extends to public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities.

The Early Learning Division was established in July 2013 as part of the Department of Education by the 2013 Legislature. As part of the Governor's P-20 Education Initiative, the Early Learning Division is driving efforts to integrate and streamline existing state programs for at-risk children ages zero through six and ensure all children are ready to learn when they enter kindergarten.

The Early Learning service delivery system will involve the implementation and oversight of early learning services in communities throughout the state. Programming and services will be provided through a wide array of stakeholders including social service providers; schools; churches; businesses; tribes; civic groups; parents; regional and local human, health and juvenile justice service governmental entities; youth; and general community members. The delivery system of community-based early learning services will ensure that providers of early learning services are accountable, that services are provided in a cost-efficient manner, and that they are focused on outcomes.

DUTIES

The Early Learning Hub Manager through Race to the Top, along with other public and private investments this position, will lead Oregon initiatives putting our young children first and moving forward with reforms to strengthen our early care and education system.

The ELD's goal is to create and an exemplary system that include accountable strategies in children's health, early learning environments, school connection and parent and family resources and services designed for school success.

The position will work to ensure strong cross sector implementation of Early Learning Hubs across state and local systems. The goal is to help build a strong early learning system to ensure its

success in the future by building an infrastructure and capacity among providers and programs through a workforce framework.

This position is one of the agency's experts on system integration, stakeholder outreach, and early learning strategies and will join the System Transformation and Community Collaboration team focused on developing relationships with external organizations, awarded Early Learning Hubs and providing advice to the director, division administrators, and program managers on strategic planning, policies, initiatives and operations to promote the development of early learning in Oregon. This position also works on special projects, as requested by the director, which may involve issues of gubernatorial, congressional, or legislative importance.

INTERESTED? Here's what you need.

The successful candidate will at a minimum have:

A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, **or** a degree related to Education; **AND** five years experience coordinating or administering a program related to Education.

OR

Any combination of experience or education equivalent to eight years of experience coordinating or administering a program related to Education.

We are looking for qualified applicants whose work experience most closely demonstrates the following:

- Strong Comprehensive writing skills
- Knowledge of local, state and federal programs
- Experience in oral presentations
- Working knowledge of presentation software
- Experience in applying web technology as a communication tool
- Evidence of facilitation/collaborations skills
- Ability to establish effective relationships with administrators, teachers, parents, community organizations, institutions of higher education and colleagues
- Ability to be assertive and act with tact when faced with non-compliance issues.
- Ability to demonstrate a leadership role as a part of the collaborative team effort.
- Strong research background in culturally responsive pedagogy, closing achievement and opportunity gaps for students of color, curriculum development for diverse populations of students, and multicultural education.

COMPENSATION

Compensation will consist of a competitive base salary plus the state's excellent benefits package. Notable benefit features include: comprehensive medical (with vision), dental and basic life insurance; other optional insurance with group-based premiums; flexible spending accounts; membership in the Oregon Public Employees Retirement System; an optional deferred compensation retirement program; and generous vacation, personal, and sick leave.

You can view a brief description of the benefits at [State of Oregon Employment Benefits](#).

TO APPLY

You can find additional information on our job openings, including applications, by going to our JOBS page at <http://www.ode.state.or.us/search/results/?id=71>. Click on [EDUC14-0108](#).