



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Program Administrator
Department: As Assigned
Location: As Assigned
Reports To: Executive Director or Director
FLSA Status: Exempt
Compensation: Administrator Salary Schedule
Work Days: 220

Prepared Date: 5/2025

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:

In alignment with the NWRESD's mission statement, the Program Administrator assists the Department Executive Director or Director with administering specific grants or programs assigned to the department. Work may include supervision of staff, building relationships with component districts, support services, facility and operations, student and family activities, budget oversight, agency collaboration, and community relations activities.

The Program Administrator will also focus on supporting and growing a variety of ESD Programs. Program goals are determined by the supervising program executive director or director.

Program Administrators are antiracist leaders responsible for program vision, administration, standards, monitoring, accountability, and reporting within the mission and vision of the NWRESD and the specific assignment given by the supervisor.

These programs are implemented in accordance with ESD policies and procedures, Oregon statutes and administrative rules, and federal laws and regulations. These programs must also be consistent with and supportive of the instructional programs carried out in the local districts in which the ESD is operating.

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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1. Master's degree in Education Leadership, Special Education, or related field.
2. Valid Oregon Administrative License required OR willingness to obtain license
3. Experience in special education or related fields is preferred.
4. Valid driver's license, vehicle available for use on the job, and accompanying automobile insurance.

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. Demonstrate commitment to creating a learning environment conducive to the overall development and social-emotional health and well-being of all students.
- B. Manage, in coordination with the supervisor, the development, and implementation of the specific program with and in response to the needs of families, school districts and other clients and stakeholders.
- C. Work with other NWRESD programs and/or other agencies as required or as requested in matters dealing with
 - a. Transportation
 - b. Purchasing
 - c. Personnel
 - d. Resource Assistance
 - e. Communications
 - f. Special Education/Student Needs and Accommodations
- D. Prepare and submit accurate reports as required.
- E. Manage and support program activities within resources approved and objectives established by the NWRESD.
- F. Confers and collaborates with principals, staff, department leadership, and other District Personnel as needed.
- G. Administer rules, regulations, and procedures for the program within the policy structure of the NWRESD and the Oregon Department of Education.
- H. Maintain an emotionally healthy and physically safe environment conducive to the educational development of students and the professional development of staff. This includes training staff on using equitable and inclusive practices and monitoring implementation.
- I. Provide support to staff to meet the changing needs of students and programs.
- J. Perform other duties and responsibilities as assigned.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals



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- 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 NWRESA 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 complex 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.



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Daily:

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, and communicate 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

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 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,



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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. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.