



# Northwest Regional Education Service District

## NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

POSITION:	<b>Regional Educator Network Facilitator</b>
POSITION LOCATION:	Washington Service Center
DEPARTMENT:	Superintendent's Office
REPORTS TO:	Deputy Superintendent
SUPERVISES:	Licensed and Classified Staff
FLSA Status:	Non Exempt
SALARY:	Administrative Salary Schedule, Instruction/School Improvement Specialist (210)
FTE:	1.0
DAYS PER YEAR:	210

Prepared Date: 8/2019

**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 DUTIES:**

The NWRESD's Regional Educator Network Facilitator will lead the activities of the NWRESD Regional Educator Network (REN) representing 6,000 educators in 20 school districts across four counties. The Regional Educator Network is focused on improving how we provide public school teachers, early learning professionals, and administrators with equitable access to high-quality professional learning and support throughout their careers. The REN will receive approximately \$2.6 million/year to advance this work. The Facilitator will be responsible for facilitating the design, planning, implementation and oversight of the work advanced by the REN. Strong facilitation and consensus building with a racial equity focus, along with knowledge and experience in the educator career continuum is necessary for position success. In addition, successful candidates will have experience developing new programs, systems, and leading 20 school districts we serve in Columbia, Clatsop, Tillamook and Washington counties.

### **AGENCY LEADERSHIP QUALITIES:**

- Trust: Develop trust among coworkers through honesty and fairness
- Communication: Communicate in an inclusive and collaborative manner
- Vision: Lead with vision and follow through
- Agency-wide perspective: Be involved in, and supportive of, continuous overall improvement of the agency.

### **REQUIRED KNOWLEDGE AND SKILLS:**

1. Bachelor's degree in education, education policy, or related field. Additional experience may substitute for degree

#### **Clatsop Service Center**

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 3<sup>rd</sup> Street  
Tillamook, OR 97141  
503-842-8423 Fax: 503-397-6272

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2. Minimum 5 years of experience leading teams or boards, and implementing large-scale projects
3. Experience, passion, and skills serving our Latinx community
4. Knowledge of best practices within educator recruitment pathways, educator preparation programs, programs to support new educators and their professional Growth, and educator leadership development
5. Effective verbal and written communication skills, with the ability to collaborate as an effective team member and to build work groups into highly effective, cohesive teams.
6. Demonstrated success facilitating groups in meetings and workshop settings
7. Successful experience working in communities that are racially, linguistically and economically diverse
8. Successful experience providing facilitation, coaching, professional learning or technical assistance
9. Successful experience in building the capacity of teams
10. Demonstrated ability to collect, analyze and interpret different types of data, and to use information to compose clear, coherent reports
11. Ability to make decisions independently and strategically and to use initiative and judgment in accomplishing tasks following overall policies and objectives
12. Valid driver's license, or alternate ability to travel throughout the four county region to participate in training and meet with school teams, students, community partners, and others

## ESSENTIAL RESPONSIBILITIES

1. Improve the professional learning and support systems for educators which in turn will improve outcomes for students
2. Develop and implement strategies to lead the activities of NWRESD's Regional Educator Network (REN), representing 6,000 educators in 20 school districts across four counties
3. Facilitate the design, evaluation, and redesign (as needed) of the work of the REN
4. Lead the implementation and oversight of the work advanced by the REN
5. Contribute to fiscal responsibility by developing and monitoring a \$2.6 million/year budget, including execution of contracts and expenditures of the REN
6. Regularly plan for and facilitate a governance team made up of superintendents, teachers, higher education and nonprofit leaders
7. Build effective working relationships with educators, families, community organizations and policy makers
8. Design and create a reporting structure that accounts for work progress
9. Analyze monthly data to support regional decision making regarding educator professional growth
10. Practice and promote ethical standards of democracy, equity, diversity, and excellence and promote communication among a variety of groups
11. Maintain regular and consistent attendance and punctuality
12. Work collaboratively and communicate effectively with staff and customers at all organizational levels

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13. Perform other duties and responsibilities as assigned.

## **WORKPLACE EXPECTATIONS**

1. Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
2. Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
3. Work effectively with and respond to people from diverse cultural backgrounds
4. Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
5. Hold expectations for high performance of self
6. Demonstrate computer literacy and operate software programs as related to job responsibilities
7. Maintain accurate, complete and confidential records as required by law and District policy and regulations
8. 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
9. Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
10. Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
11. Work collaboratively with other departments

## **LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents and school staff

## **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as discounts and percentages.

## **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORKING CONDITIONS:**

Work is performed in a standard office setting.

Daily:

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- 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:

- Dealing with distraught or difficult individuals

## **PHYSICAL DEMANDS:**

The physical demands strength rating reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Sedentary, Light, Medium, Heavy and Very Heavy. This position is classified as Light.

## **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

1. Work in an office environment.
2. Able to use a telephone, operate a computer, use other office equipment.
3. Ability to drive to other program sites and meetings.

**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 his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

## **Equal Opportunity Employer**

*NWRESD recognizes the diversity and worth of all individuals and groups. It is the policy of NWRESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.*

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities

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may contact the Chief Human Resources Officer at 503-614-1407 for additional information or assistance. 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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