



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Service Center Administrator
Department: Administration
Location: As Assigned
Reports To: Chief Academic Officer
FLSA Status: Exempt
Compensation: Administrator Salary Schedule
Work Days: 235

Prepared Date: 3/2023

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 Service Center Administrator is responsible for administering the EI/ECSE program and coordinating county level services in their assigned county. Main areas of responsibility include: Lead the EI/ECSE program; coordinate educational activities and functions based on the needs identified in each of the counties; manage assigned service center facility, perform community outreach and engagement; conduct ongoing supervision and evaluation of assigned staff members.

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

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. Minimum 3-5 years successful administrative experience managing school-wide, district-wide, or region-wide programs.
2. Experience in Birth - 21 Special Education programming preferred.
3. Committed to anti-racist leadership
4. Valid Oregon Professional Administrator License, or ability to obtain one.
5. Related experience as special educator or administrator
6. Strong written, verbal, and interpersonal communication skills
7. Strong facilitation and leadership skills with many different groups including staff, parents, students, and community partners.
8. Willingness to work hours as needed to meet the needs of the ESD, the local school districts, and their surrounding communities.

9. Ability to understand and effectively manage agency, state, and federal budgetary resources.
10. Strong decision making abilities.
11. Creative and collaborative problem solving abilities
12. Maintain confidentiality
13. Valid Oregon driver's license and vehicle 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. Administer NWRESD's Early Intervention/Early Childhood Special Education program across the county. Including hiring and supervising EI/ECSE staff, developing and managing the program budget, supporting strong instructional professional development, assuring the program operation is consistent with program model and in compliance with state and federal laws and regulations, and NWRESD procedures and guidelines.
- B. Lead coordination between school districts and NWRESD itinerant staff to ensure program efficiency and to meet student educational needs.
- C. Coordinate county-wide efforts at the direction of the Superintendent or designee or the request of school districts in the county (e.g. special education consortium classrooms, monthly superintendent meetings, emergency response procedures, etc.)
- D. Coordinate and assist local school districts in the effective utilization of programs and services available through NWRESD.
- E. Collaborate and communicate with other NWRESD staff, local school district staff, and community partners.
- F. Engage in and lead anti-racism professional learning with identified teams, in accordance with the NWRESD Strategic Plan.
- G. Develop, monitor, and maintain effective community outreach and relations, including participating in agency, regional, and local committees.
- H. Serve as the liaison between the ESD and the Oregon Department of Education and other state and federal agencies and organizations as assigned, and submit required reports.
- I. Serve as a member of various NWRESD leadership teams as assigned by the Superintendent.
- J. Other duties as assigned.

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, and community partners

- 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 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 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



Northwest Regional Education Service District

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.