



# Northwest Regional Education Service District

## **NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION**

**Position Title:** Service Center Administrator

**Department:** Administration

**Location:** As Assigned

**Reports To:** Deputy Superintendent

**FLSA Status:** Exempt

**Compensation:** Administrative Salary Schedule, Service Center Administrator (230 days)

Prepared Date: 5.26.21

### **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; community outreach and engagement; supervision and evaluation of assigned staff members.

These programs are implemented in accordance with NWRES D 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 NWRES D 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. 3-5 years experience managing district or region wide programs, budgets, and people, including experience administering special education services specifically (but experience with EI/ECSE is not a prerequisite).
2. Anti-racist leader
3. Valid Oregon Administrator's License, or ability to obtain one.



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4. Related experience as special educator or administrator
5. Strong written, verbal, and interpersonal communication skills
6. Strong facilitation and leadership skills with many different groups including staff, parents, students, and community partners.
7. Willingness to work hours as needed to meet the needs of the ESD, the local school districts, and their surrounding communities.
8. Ability to understand and effectively manage agency, state, and federal budgetary resources.
9. Strong decision making abilities.
10. Creative and collaborative problem solving abilities
11. Maintain confidentiality
12. Valid Oregon driver's license and vehicle insurance

**ESSENTIAL FUNCTIONS: Include the following. 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.

1. 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.
2. Lead coordination between school districts and NWRESD itinerant staff to ensure program efficiency and to meet student educational needs.
3. Coordinate county-wide efforts at the request of school districts in the county (e.g. special education consortium classrooms, monthly superintendent meetings, emergency response procedures, etc)
4. Coordinate and assist local school districts in the effective utilization of programs and services available through NWRESD.
5. Collaborate and communicate with other NWRESD staff, local school district staff, and community partners.
6. Engage in and lead anti-racism professional learning with identified teams, in accordance with the NWRESD Strategic Plan.
7. Develop, monitor, and maintain effective community outreach and relations, including participating in agency, regional, and local committees.
8. 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.
9. Serve as a member of the NWRESD Leadership Team and Superintendent's Cabinet.
10. Other duties as assigned.



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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
- 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 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, including meetings that may occur before or after the regular workday.
- Work collaboratively with other departments
- Supervision of staff including regular performance evaluations, investigations as needed, and support for professional growth.

## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and memos. Ability to effectively present information and respond to questions from groups of supervisors, clients, customers and the general public.

## **MATHEMATICAL SKILLS:**

Ability to perform advanced 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



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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

## **TECHNOLOGY SKILLS:**

Ability to operate a wide variety of technological platforms including Google Suite; fiscal, EI/ECSE program, operating platforms; and related technology necessary to complete the essential duties of the position.

## **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***



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***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 [hrhelp@nwresd.k12.or.us](mailto: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.