

## POSITION DESCRIPTION

POSITION TITLE:	Supervisor, Lane African American/Black Student Success (LAABSS) Grant
SERVICE AREA:	School Improvement
REPORTS TO:	Director, School Improvement
FLSA STATUS:	Exempt
EMPLOYEE ASSOCIATION:	Directors, Managers, Supervisors and Confidential
LAST REVIEW:	May 2023

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### POSITION PURPOSE

This position has primary responsibility for the planning, organization and implementation of the Lane African American/Black Student Success (LAABSS) grant. The goals of the LAABSS are to support student's personal and academic success, establishment of a system of resources, data, and opportunities that help students thrive, support family engagement that promotes individual and community wellness, and support student connection to school and community. This position is responsible for the supervision of program staff, coordination of training and technical assistance, and planning and implementation of grant activities to Lane County districts.

The incumbent must be able to apply equitable and inclusive instructional practices and actively contribute to developing and maintaining a community of belonging in support of the ESDs goal/vision to eliminate academic disparities among students because of race, gender, ethnicity, disability, sexual orientation, or socio-economic status.

### PERFORMANCE RESPONSIBILITIES

- A. Coordinate implementation of LAABSS grant to ensure compliance with ODE requirements:
  1. Conduct periodic program evaluation and needs assessment related to design and quality of grant services.
  2. Coordinate program components and ensure adherence to grant implementation plans.
  3. Coordinate outreach efforts to students, families and community partners.
  4. Gather program data, synthesize/analyze results, and submit written reports, including recommendations.
  5. Coordinate preparation and submission of biannual grant application to ensure program requirements are met.
  6. Represent LAABSS at the local, regional and state levels to ensure dissemination of up-to-date information on grant and program requirements.
  7. Prepare program or project reports as required or requested.
  8. Prepare and manage grant budget within parameters of ESD fiscal policies and procedures.
  9. Collaborate and build partnerships with community organizations, school districts, and other ESD programs to enhance services available to eligible students.

- B. Make recommendations to the Director regarding selection, assignment, and other personnel matters regarding personnel within the program.
- C. Supervise and evaluate the performance of all assigned staff and oversee training and support to enhance knowledge and skills.
- D. Communicate and monitor the district and department policies and procedures regarding staff responsibilities as related to their individual job descriptions.
- E. Assist the director in the administration of rules, regulations, and procedures within the policy structure of the LESD for the operation of assigned programs.
- F. Develop, submit, implement, and monitor budgets according to established guidelines and priorities; pursue grants supportive of program goals and district needs.
- G. Establish and monitor procedures for the selection and authorization of professional development, supplies, equipment, instructional materials and curriculum for assigned programs.
- H. Participate in state forums, meetings, conferences, and training.
- I. Perform other duties as assigned.

## **WORK EXPECTATIONS**

- 1. Effectively engage with individuals in a culturally appropriate and responsive manner.
- 2. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
- 3. Utilize appropriate equipment and software as established for agency use as well as other equipment and software appropriate to the assignment.
- 4. Maintain regular and punctual attendance.
- 5. Confer regularly with immediate supervisor.
- 6. Follow all District work procedures and reasonable requests by proper authority.
- 7. Perform program responsibilities in accordance with statutes, administrative rules, policies, and collective bargaining agreements.

## **QUALIFICATIONS AND REQUIREMENTS**

### **Education and Experience**

- 1. Masters degree in education or related field such as public administration, or social services required.
- 2. A valid Oregon administrative license required or enrollment in an Administrative licensure program within 1 year.
- 3. Five years successful experience as a licensed staff member in public schools, including two years of successful experience in programs serving African American/Black students.
- 4. Training and experience in effective instructional practices, culturally responsive practices, behavioral and social emotional supports, family engagement, staff development, and program evaluation.
- 5. Experience coordinating services and communicating with multiple diverse stakeholders, including experience working with public schools and with social service agencies required.
- 6. A minimum of three (3) years successful experience in managing fiscal, personnel, and programs within an equivalent organization; experience as a building or district administrator preferred.

7. Understanding Oregon's African American/Black Student Success Act plan is preferred.
8. Consideration will be given to an alternative combination of experience and training that provides the knowledge, skills, and abilities required to perform the job.

### **Knowledge, Skills and Abilities**

1. Ability to speak, read, and write English fluently required; Bilingual preferred.
2. Knowledge of effective practices and programs for supporting students who are African American/Black.
3. Experience in application of equity lens in decision-making and supporting teams in changing or adapting systems to eliminate barriers experienced by underserved and marginalized groups.
4. Ability to objectively evaluate and document student outcomes, staff performance, and the achievement of grant program objectives.
5. Demonstrated leadership skills including the ability to maintain a global perspective and vision; establish and implement workgroup direction; lead and supervise staff; and to make effective decisions.
6. Excellent communications skills, including writing, presenting information and speaking, and facilitating groups.
7. Ability to plan, organize, address multiple priorities, and implement projects and grants to meet schedules and timelines.
8. Ability to develop and maintain a positive working relationship with constituent districts, ODE and other appropriate education, governmental and community agencies.
9. Ability to be flexible and fluid with schedule or meeting changes.
10. Demonstrated ability to use technology necessary to perform the duties of the job is required.
11. Demonstrated judgment regarding synthesis and summarization of information is necessary.
12. Knowledge and ability to represent Lane ESD in environments that could have political implications if not handled with tact and diplomacy.
13. Ability to manage grant expenditures are within program parameters.

### **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS**

The physical demands and work environment 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.

- While performing the duties of this job, the employee is normally frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform moderate work at a computer display terminal.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Frequent travel to locations outside the agency for meetings and activities that may occur during the day; occasional travel for meetings and activities during the evening or on weekends.

**EVALUATION (Performance Measures)**

Performance will be evaluated in accordance with the provisions of the Board policy.

**The statements contained herein reflect general details as necessary to describe the principal 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.**