

Columbia Gorge Educational Service District
Job Description – Assistant Director – Early Learning and Parenting Hub

Title: Assistant Director – Early Learning and Parenting Hub

Department: Four Rivers Early Learning and Parenting Hub

Classification: Administrator

Supervised by: Superintendent or Designee

Work Year: 210 Days or as assigned by Superintendent

Job Purpose Statement:

To provide support in the implementation of the Early Learning and Oregon Parenting Education Collaboration Grant work plans under the guidance of the Early Learning and Parenting Hub Director. Supporting duties include policy development and analysis, community development, research and evaluation, training and technical assistance, communication, administration and management of funding streams and initiatives, and other duties as required.

Job Qualifications: Education and Experience:

- Bachelor's degree in social service or education field required along with 5 years of experience in a leadership role.
- Bilingual in English and Spanish preferred.
- Certified trainer in an evidence-based parenting education curriculum to foster an individual's parenting skills is valued but not required.
- Experience in the human services, health, or educational field or any combination.
- Other alternatives to the above qualifications as the Hub may find appropriate and acceptable.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- TSPC Licensed in Early Childhood Education and Administration - *Preferred*
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

Knowledge, Skills, and Abilities:

1. Represents Early Learning Hub and the ESD with a respectful and curious attitude toward all partners, agencies, staff and families.
2. Strong group facilitation and management skills with adult learners.
3. Demonstrated leadership experience and strong understanding of social services and systems with specific emphasis on: early care and education, health/behavioral health care, K-12 Education, and or Parent Education.
4. Demonstrated ability to lead and manage projects independently and adjust to changes in priorities and efforts based on legislative and/or funding guidance.
5. Understands equity and is on a developmental continuum that places equity at the heart of all efforts; humbly considering and effectively responding to the needs of families including families with diverse cultural and economic backgrounds.
6. Uses existing, learned knowledge and training along with emerging state and regional context to build toward efficiencies and improvements in overall operations.

7. Is able to prioritize tasks effectively and responds with aligned actions in order to ensure smooth operations and support.
8. Makes independent decisions within limits of agency policies and procedures in the absence of Hub Director.
9. Demonstrated experience and expertise in program planning, grant reporting, partnership development, and budgeting.
10. Demonstrates team-oriented personal responsibility in order to support and accomplish plans and goals.
11. Maintains a positive disposition, detail and customer oriented with good multitasking and organizational abilities while also demonstrating willingness to request support when faced with barriers or challenges.
12. Ability to travel between work sites/locations. Must provide own reliable transportation.
13. Ability to work flexible hours including some evenings and weekends.
14. Excellent interpersonal, verbal and written communication skills; organizational skills; and proficient in the use of computer software programs.

Essential Job Functions:

- Under guidance of the Director, provides operational and leadership support to Early Learning and Parenting Education Hub initiatives and efforts; demonstrates expertise that is based on experience and a deep level of knowledge and commitment to the mission and vision of the hubs.
- Coordinates with the director and partners to actively plan and promote early learning and parent education hub activities in the region while fostering trust and cooperation.
- Promotes and advocates for community awareness of children and family needs, issues, strategies, and goals by participating in and/or leading specific and cross sector governance meetings and processes including but not limited to: County Specific Early Childhood meetings, Regional Family Services Advisory Team, Regional Stewardship Committee, Parent and Family Councils, and Governance Board meetings.
- Provide support and assistance to Hub Director in administration and regulation of department including: convening and facilitation, planning, reporting, data analysis and management;
- Works with the Director to resolves problems and politically sensitive issues; assists with the development and implementation of policies effecting the children and families within the region.
- Competently collects and tracks hub related data, and appropriately shares information with funders and community partners; supports Director in achieving and maintaining compliance with fiscal and programmatic reporting.
- Pursue and develop funding opportunities as directed, to leverage programming and operational costs.
- Perform other related duties, as assigned, to support the success of the agency.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy. Maintains confidentiality in all aspects of the agency.
- Attend trainings related to professional growth to stay current on best practices.

Physical Requirements:

1. **In an eight-hour day employee may:**

- a. Stand/Walk None 1-4 hrs 4-6 hrs 6-8 hrs
- b. Sit None 1-3 hrs 3-5 hrs 5-8 hrs
- c. Drive None 1-3 hrs 3-5 hrs 5-8 hrs

2. **Employee may use hands for repetitive:**

- Single Grasping Pushing and Pulling Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

- Yes No

4. **Employee may need to:**

- a. Bend Frequently Occasionally Not at all
- b. Squat Frequently Occasionally Not at all
- c. Climb Stairs Frequently Occasionally Not at all
- d. Lift Frequently Occasionally Not at all

5. **Lifting:**

- Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.
- Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date