

Columbia Gorge Education Service District
Job Description – Migrant Summer School Site Director

Title: Summer School Site Director
Classification: Administrative
Reports To: District Superintendent
Work Year Temporary - Summer

Job Purpose Statement/s – Educational Leader

The Summer School Site Director serves as the administrator for the program site. In this role as leader he/she is expected to lead by example to constantly seek to improve their knowledge base and practice. They must also be an effective manager, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission Migrant Summer School Program offered through the Columbia Gorge ESD.

Job Qualifications & Experience:

- Masters or Doctorate Degree in either Education or Administration (*prefer a focus on curriculum and instruction*).
- Administrative experience at the building level is required (*at a minimum an intensive internship or practicum experience.*)
- Successful classroom teaching experience at either the elementary or secondary level preferred.

Skills, Knowledge and/or Abilities Required:

Skills to appropriately manage personnel, programs and fiscal resources, communicate effectively orally and in writing, and problem solve. *Knowledge of;*

- curriculum and instruction based on best practices,
- Ability to Speak Spanish is preferred
- research on effective teaching strategies particularly with English Language Learners and special needs students.
- Knowledge of State and Federal Education Law, District Policies.
- Ability to provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

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

- Oregon Administrative Licensure.
- Criminal Justice Fingerprint Clearance (through Teacher Standards and Practices), Valid Driver’s License and evidence of insurability and district drug screen.

Essential Job Functions:

1. **Overview:** Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the entire school consistent with the philosophy, mission, values and goals of the school and district. This includes instructional programs aligned to the state standards, extracurricular activities, discipline systems that ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations.

2. **Facilitates** communication between migrant staff personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
3. **Facilitates** various meetings (e.g. building leadership, curriculum and assessment, safety, site advisory, assigned district committees, staff development, etc.) for the purpose of coordinating agendas and ensuring that outcomes achieve school, district and/or state objectives.
4. **Intervenes** in occurrences of inappropriate behavior of students and/or parents for the purpose of safety and to assisting students in modifying inappropriate behavior, develop successful interpersonal skills. These interventions will be appropriately documented and, in the case of students, may include discipline up to and including suspension.
5. **Manages** various administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
6. **Prepares** documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
7. **Presents** information on various topics for the purpose of communicating information and/or gaining feedback.
9. **Supports** staff for the purpose of assisting with their job functions of maintaining overall school site operation.
10. **Leads** School Improvement efforts with building leadership and staff; implements effective strategies to improve instruction and reduce achievement gap at school level.
13. **Collaborates** with District personnel and peers to improve student achievement through the implementation of programs and strategies to accomplish school and district mission and vision goals.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- 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.

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