

**Columbia Gorge Education Service District**  
**Job Description - Regional Network/SSA Design Administrator**

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**Title:** Regional Network/SSA Design Administrator

**Department:** Columbia Gorge – Office of the Superintendent

**Classification:** Licensed, Administrator

**Supervised by:** ESD Superintendent or Designee

**Terms of Employment:** 195 days

**Job Purpose Statement:** The purpose of the Regional Educator Network Design Coach/SSA Administrator is to bring equitable access to professional learning opportunities and support districts with SIA planning and implementation, and school improvement efforts within Wasco and Hood River Counties. This position is designed to build the capacity of district leaders, teams, and educators to engage in the principles, practices and mindsets of continuous improvement.

**Job Qualifications: Education and Experience:**

- Master's Degree or higher
- Possess a valid Oregon Administrator License
- Experience with Professional Learning Teams, mentoring and coaching others.
- Other alternatives to the above qualifications as the District may find appropriate and acceptable.
- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- At least 5 years' experience as an instructional or leadership coach or teacher leader.
- Demonstrated commitment to equity and revising systems that have perpetuated disproportionate outcomes for marginalized populations.

**Knowledge, Skills, and Abilities:**

- Knowledge of and experience with the processes and tools of continuous improvement.
- Commitment to using different data sources and measures to evaluate improvement strategies.
- Strong facilitation and coaching skills.
- Ability to perform job responsibilities in a fast-paced, collaborative work environment, respond to shifting priorities, take initiative, communicate effectively, and meet deadlines.
- Excellent written and oral communication skills, including experience developing and giving presentations.
- High level of proficiency in using Google Drive.
- Successfully complete district background check.

**Essential Job Functions**

1. Support CGESD Membership Districts in achieving their goals and in meeting Oregon requirements by developing and providing consultation, facilitation, and professional development services.
2. Collaborate across programs, districts, and organizations to support implementation of federal, state, and local initiatives.
3. Support curriculum, instruction, and assessment to meet content and performance standards.
4. Support specific projects, such as traditional and digital instructional materials adoption, curriculum alignment, blended learning, teacher evaluation, mentoring, and work sample scoring.
5. Assist with grant and contract applications, implementation, and evaluation.

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6. Serve as liaison and maintain communication with Oregon Department of Education and other state or private agencies regarding curriculum, instruction, assessment, and school improvement.
7. Keep up to date on local, state, and national trends, rules, laws, and legislation related to schools, teaching, learning, curriculum, instruction, assessment, and school improvement.
8. Participate in continuous improvement of knowledge and skills for effective teaching and learning by studying, attending classes and conferences, and participating in training.
9. Make effective group presentations to diverse audiences and organizations and facilitate consensus at meetings of diverse stakeholders.
10. Use professional communication and conduct to communicate clearly and appropriately and make professional decisions within established procedures.
11. Establish and maintain high-trust relationships.
12. Facilitate or co-facilitate school team meetings that involve implementation planning within an inquiry cycle structure that may include:
  - Designing measures of success
  - Supporting collection of associated data
  - Facilitate progress monitoring routines
  - Using continuous improvement tools and processes
  - Lead teams in the use of qualitative and quantitative data collection and analysis to inform and evaluate the work of the team.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures and 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 students, families, colleagues or District patrons.

**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 20 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work:** Lifting 25 pounds occasionally with occasional 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.

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**Agreement**

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my job 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**

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