

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

Title: Assistant Director – Early Learning
Department: Early Intervention / Early Childhood Special Education
Classification: Administrator
Supervised by: Superintendent or Designee
Work Year: 210 Days or as assigned by Superintendent

Job Purpose Statement:

This position is responsible for supporting the administering, planning, conducting and evaluating assigned programs (Early Learning/Intervention/Early Childhood Special Education) and activities in compliance with Federal, State, and ESD regulations; serving as a resource to other school personnel the Board and other districts.

Job Qualifications: Education and Experience:

- Bachelor’s Degree in social service or education field required along with 2 years of experience in a leadership role.
- Bilingual in English and Spanish *Preferred*
- Experience in the early childhood development, health, or educational field or any combination.

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 the Early Learning Program with a respectful attitude towards staff, students, and parents.
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 Program Director.
9. Demonstrates team-oriented personal responsibility in order to support and accomplish plans and goals.
10. 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.

11. Ability to work as an integrated team member, capable of functioning positively with diverse groups and agencies in providing appropriate programming.
12. Community awareness of available resources.
13. Skills to manage personnel and programs.
14. Effective written, verbal and interpersonal communication skills.
15. Knowledge of curriculum, federal, state and district educational policies.
16. 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 Program Director, provides operational and leadership support to Early Learning;
- Works with the Director to resolve problems and politically sensitive issues; assists with the development and implementation of policies effecting the children and families within the region.
- Administers the operations of the programs within collective bargaining contracts, board policies and administrative rules.
- Assists in coordinating program components, support needs and materials for the purpose of delivering services which conform to established guidelines.
- Represents programs and the ESD in meetings with parents, contractors, ODE and other stakeholders.
- Facilitates communication and coordination among instructional staff for the purpose of meeting program outcomes and ensuring that state mandates are achieved.
- Implements assigned programs and/or projects for the purpose of conforming to district and state curriculum and/or instructional objectives and requirements.
- Prepares written reports and provides documentation to meet reporting requirements and convey other appropriate and necessary communication.
- Presents information on programs, services, regulations, etc. for the purpose of serving as a resource to program personnel, the Board, local schools, parents and other districts.
- Follows and supports ESD policies and procedures.

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