

## **DIRECTOR OF INTEGRATED PROGRAMS**

Classification: Administrator

Location: District Office

Reports to: Executive Director of Teaching and Learning

Employee Group: NCAA

FLSA Status: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Assist the Assistant Superintendent of Education in the planning, development, coordination, communication and implementation of six programs:

1. Student Investment Account
2. High School Success
3. District Continuous Improvement Plan
4. Career and Technical Education
5. Every Day Matters
6. Early Indicator and intervention systems

The outcomes and strategies for each initiative will come together into a single strategic plan that supports the common goals of the initiatives and that of the district. This position will aim to build these goals into the entire educational system to embed the work at all levels and ensure sustainability.

### **Part II: Supervision and Controls over the Work:**

Serves under the guidance and administrative supervision of the Executive Director of Teaching and Learning. Work is guided by, and must be in compliance with federal and state law, operational direction of the superintendent and assistant superintendent, policy direction of the school board, and compliance with state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities:**

1. Coordinates, submits application and oversees implementation of the Integrated Guidance from the Oregon Department of Education (ODE), along with the day-to-day activities, ensuring compliance with federal/state regulations, guidelines and policies.
2. Provides direction in coordinating strategies that have been identified through collaboration with educators, staff, and administrators.
3. Participates in the development and implementation of short-term and long-term programs for students including early alert interventions for general, special populations and historically underrepresented students; makes recommendations for changes and improvements.
4. Identifies and reviews resource needs related to six programs and makes recommendations for changes and improvements to the Superintendent, Assistant Superintendent (Education), and Executive Directors.
5. Coordinates and aligns work with other departments in the district office. (Teaching and Learning, Early Learning, Special Education, Student and Family Support Services, Elementary and Secondary Programs, Technology).
6. Coordinates and collaborates with district staff to ensure the consistency of services provided and accuracy of data.
7. Maintains records concerning operations and programs, prepares required reports, and responds to surveys as needed.
8. Assists the Assistant Superintendent (Education) in the development and administration of annual budget for initiatives.
9. Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work procedures are in place to achieve a high level of integration and synergy across program functions. Approves structures and operating practices essential to the development and delivery of quality programs and services.
10. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in need of support. Prepares structured presentations to the superintendent in order to share the program evaluation results.

11. Coordinates new administrator training on teacher observation and evaluation system in coordination with human resources associate director and contracted trainer.
12. Coordinates efforts for Comprehensive Supports for Improvement (CSI) and Targeted Supports for Improvement (TSI) schools.
13. Provides administrative support for the coordination of the district summer school program and staff.
14. Serves as primary contact for charter schools regarding district support, services, and application processes related to grants. Monitors compliance of charter schools for grant funds while maintaining effective communication with charter school leadership.
15. Supports contract development and program implementation for early learning.
16. Performs other duties and special projects as assigned.

**Part IV: Required Knowledge, Skills, and Abilities:**

1. Ability to manage and complete projects with attention to detail, demonstrating strong organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
2. Ability to actively listen to others, build consensus and resolve conflicts.
3. Ability to skillfully navigate existing political structures/systems.
4. Ability to motivate, inspire and move others into action to achieve assigned goals.
5. Ability to build and maintain strong relationships.
6. Ability to work successfully alone or on a team.
7. Ability to coach, coordinate, and lead teams.
8. Ability to tailor a message for the audience, context, and mode of communication.
9. Ability to establish clear expectations, deliverables and deadlines.
10. Ability to set clear agendas and facilitate effective meetings.

## **Part V: Minimum Qualifications:**

1. Successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community; demonstrate strong skills in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Extensive experience in and knowledge of curriculum, best practices in instruction and assessment, school operations and management, leadership development, and a demonstrated record of success in leading strategic educational initiatives that result in measurable improved student achievement.
4. Three (3) years of school administrative experience and/or equivalent teacher/staff leadership experience, which included the development of adult learning and professional development.
5. Demonstrated strong oral and written communication skills required.
6. Extensive knowledge of state, local and school system fiscal regulations, policies and procedures, preferred.
7. Demonstrated track record of success required in:
  - Leading multiple strategic initiatives simultaneously.
  - Relationship building across a diverse group of stakeholders.
  - Leading significant cross-functional initiatives in diverse and complex organizational settings.
8. Ability to organize work, set priorities, and meet deadlines in a timely manner. Ability to establish effective working relationships at all levels of the organization.
9. Valid state driver's license.

## **Part VI: Physical and Environmental Requirements of the Position:**

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 frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 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.

The employee may sit or stand for longer than two (2) consecutive hours, may lift objects repeatedly, and may undertake repeated motions.

May be exposed to infectious disease when working in schools and with or around students.