

2023-24 ADMINISTRATIVE POSITIONS

Job Title	FTE	Job Description Summary
ASSISTANT PRINCIPAL	53.50	Assists in the planning, administration, and evaluation of functions necessary for the smooth operation of a school. Supervises and controls student conduct and attendance. 7.00 Elementary, 15.50 Middle, 25.00 High, 6.00 Athletic Director
DIRECTOR EARLY CHILDHOOD ED	1.00	Assists in the planning, administration, and evaluation of functions necessary for the operation of the Oregon Head Start Prekindergarten program.
EARLY CHILDHOOD, ASSTANT PRINCIPAL	2.00	Assists in the planning, administration, and evaluation of functions necessary for the operation of the Oregon Head Start Prekindergarten program.
PRINCIPAL	65.10	Leads, directs and administers all school operations and activities of aschool including instructional programs, support services, teacher in residence training program, demonstration classrooms, facility and ground operations, maintenance, student activities, and community relations activities. - 45.50 Elementary, 11.10 Middle, 7.50 High, 1.00 EDGE
School-Based Supervisors Subtotal	121.60	
ASSTANT DIRECTOR TECHNOLOGY & INFORATION SERVICES	1.00	Plans, directs, and oversees the daily operations of the District's technology activities. Supervises the department's front office and assigned staff, oversees the district intranet. Researches, evaluates, and makes plans for the introduction of new technologies and develops and maintains district and department standards for hardware and software purchasing.
ASSTANT DIRECTOR FINANCIAL SERVICES	1.00	To supervise and enhance the expertise of the district's accounting staff by serving as a lead in the preparation of the district's comprehensive annual financial report (ACFR), oversee accounting processes, provide support for payroll processes and payroll documentation, and development of accounting procedures to promote the customer service of Financial Services. Provides administrative support in matters pertaining to district policy, rule, and collective bargaining.
CHIEF OPERATIONS OFFICER	1.00	Assist the Superintendent substantially and effectively in executing significant strategic, operational, and cultural agendas calling for considerable changes in developing and maintaining equitable and quality services in the District. Work collaboratively as a member of the Superintendent's Executive leadership and Cabinet. Interact directly with the School Board and Budget Committee. Responsible for coordinating and administering the business services, budget and financial operations, facilities planning and property management, construction, maintenance, custodial and auxiliary services, nutrition services, safety and risk management, and transportation services in the district. Serves as Incident Commander during districtwide events. The position also leads the 2018 General Obligation Bond Construction Program and is responsible for overseeing long range facility planning and the district boundary adjustment process. Each responsibility area has a director/manager supervised by this position.
COMMUNICATIONS PROJECT MANAGER & OPERATIONS SUPERVISOR	1.00	Oversees the day-to-day operations of Community Relations and Communications. Serves as a backup public information officer and manages crisis communications. Supports the director in improving the continuity and operational function, workflow and processes of the Community Relations and Communications department.
COORDINATOR ATHLETICS & ACTIVITIES	1.00	Position reduced 2024-25 budget
COORDINATOR CTE, DUAL CREDIT, & SUMMER PROGRAMS	1.00	Coordinates the implementation and/or operation of assigned district initiatives identified as strategically important to the district's mission and vision, including career and technical education, postsecondary partnerships, work-based learning services and programs, summer education programs, and credit recovery. Provides leadership and guidance at both the school and district levels around assigned areas of responsibility.
COORDINATOR CURRICULUM & PROFESSIONAL DEVELOPMENT	1.00	Position reduced 2024-25 budget
COORDINATOR DISTRICT MUSIC & DRAMA	1.00	Plans and coordinates the development, implementation, and evaluation of curriculum for the District's Music and Drama Program. Assures curriculum meets the District's educational goals. Supervises and evaluates assigned music teachers.
COORDINATOR HEALTH SERVICES MANAGEMENT	1.00	Improve student achievement by providing district medical guidance to ensure the provision of safe and competent care to promote a high-quality learning environment for students in the school setting.
COORDINATOR MULTI-TIERED SYSTEMS OF SUPPORT	1.00	Develops, implements, and coordinates academic, behavior, and social-emotional multi-tiered systems of support for assigned levels, areas, and subjects. Coordinates assigned projects and improvement targets, including planning, implementation, and monitoring. Collects, analyzes, and reports progress of assigned programs based on improvement goals. Supports the Director(s) of Curriculum & Instruction in the achievement of equitable student outcomes, department supervision, inter-department collaboration, and the improvement of teaching and learning within an Multi-Tiered Systems of Support (MTSS) framework.
COORDINATOR OPERATIONS & LOGISTICS	1.00	Represents the District's interests providing operational efficiencies under the direction of the Chief Operations Officer. Actively pursues strategic and operational objectives including improving the performance and efficiencies of district processes, collecting, analyzing and monitoring key metrics, managing and overseeing a broad range of projects with challenging schedules and unique situations where deep technical knowledge, expertise and experience are essential. Coordinates with technical experts, project and support staff; lead teams to successful project completion. Solicits and responds to feedback from stakeholders to gain commitment and support for projects. Collaboratively works and communicates with school staff, district staff and district departments to ensure successful implementation of district initiatives.
COORDINATOR PLANNING & PROPERTY SERVICES	1.00	Position reduced 2024-25 budget
COORDINATOR STUDENT EQUITY, ACCESS & ADVANCEMENT (REPLACED WITH DIRECTOR, EQUITY IN 2024-25)	1.00	Develops, implements, and coordinates efforts to promote and build on a culture of accessibility and advancement for all students. This position has responsibility for guiding efforts to conceptualize, define, assess, develop, and cultivate diversity and accessibility in institutional and educational resources that increase students' opportunities for rigorous learning experiences.

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COORDINATOR STUDENT SERVICES/SPECIAL EDUCATION	7.00	2 positions reduced 2024-25 budget
DEPUTY SUPERINTENDENT	2.00	The Deputy Superintendent is one of two chief academic officers for the district. The Deputy Superintendent leads district initiatives that increase academic achievement for all students, oversees all aspects of teaching and learning in order to ensure equitable outcomes for all students, represents the district and the Superintendent at public events in various capacities with other nonprofit, community-based organizations and government entities, and is responsible to the needs of the Board, staff, community and parents.
DIRECTOR COMMUNITY RELATIONS & COMMUNICATIONS	1.00	The Director of Communications and Community Relations provides districtwide leadership in the management and implementation of both internal and external communications systems and ensures that all stakeholders and community members are informed and connected to the district's overarching vision and mission. The Director is responsible for the planning, development, and execution of internal communications, district-to-patron communications, media relations, grant information coordination, special information campaigns, and districtwide business partnerships. As a district leader, this position is responsible for the development and implementation of intentional strategies crafted to both improve equitable student outcomes and support the district's strategic plan and vision.
DIRECTOR DATA STRATEGY	1.00	The Director of Data Strategy provides leadership that creates a highly collaborative and cross-functional environment supportive of a data team that improves access to and use of data across school sites and central office teams. The Director creates and supports the development of data pipelines, rigorous statistical analyses, dashboards, reports, and presentations. The Director oversees district data collections and supervises teams responsible for data maintenance and reporting (for example: student information systems and data warehouse). The Director works with district, department, and school leadership to craft the data strategy for the district.
DIRECTOR K-12 CURRICULUM & INSTRUCTION	1.00	The Director of K-12 Curriculum and Instruction provides districtwide leadership to the development and implementation of a Multi-Tiered System of Supports (MTSS), curriculum adoption, professional development, and district wide instructional practices for improving the academic outcomes for all students.
DIRECTOR MAINTENANCE & CONSTRUCTION SERVICES	1.00	Develops and implements operational programs designed to maximize the operation and preservation of the District's numerous facilities to meet present and future needs; investigates, recommends and manages the development and implementation of the District's Capital Improvement Plan (CIP). Provides leadership and oversight for the integration of maintenance and construction services to ensure that all facilities are functioning properly and are properly maintained; plans and directs a resource conservation program. Ensures that the Business and Support Services customer service model is fully integrated in departmental operations. Works collaboratively with the Director of Custodial and Property Services to provide seamless customer service.
DIRECTOR SAFETY, SECURITY & RISK	1.00	Lead, manage and direct the District's risk management, safety and security program. Initiate, research, plan, and implement all activities related to enhancing the physical and psychological safety and security of students, staff, and the public. Coordinate and oversee the District's implementation of a comprehensive and integrated system that includes state-of-the-art technology, researched based best-practices, a well-trained workforce, and collaborative relationships with key stakeholders and community partners including the law enforcement and emergency management agencies that serve the District. The overall outcome is to develop a best practices program that continually enhances the District's safety and security posture to support teaching and learning while minimizing risk and liability.
DIRECTOR SOCIAL-EMOTIONAL LEARNING & MENTAL HEALTH	1.00	The Director of Social-Emotional Learning and Mental Health provides innovative districtwide leadership in the development and implementation of multi-tiered systems of support (MTSS) designed to meet all students' (pre-kindergarten thru grade 12) academic, behavioral, and social-emotional needs. This position coordinates the implementation of social-emotional learning (SEL), supervises the district's counseling program, social work program, and responds to schools as they implement programs and supports for students with Tier 3 needs. They oversee mental health partnerships and build bridges with community-based organizations to provide greater access to mental health support for students. The Director of Social-Emotional Learning and Mental Health works to improve the MTSS framework for the success of all students. As a district leader, this position is responsible for the development and implementation of intentional strategies crafted to both improve equitable student outcomes and support the district's strategic plan and vision.
DIRECTOR STRATEGIC INITIATIVES	1.00	The Director of Strategic Initiatives designs and implements key strategic initiatives that ensure all Salem-Keizer Public Schools (SKPS) students have access to excellent school programs. The director serves a key role in crafting and developing strategies that support the district strategic plan including efforts to become a more anti-racist/anti-oppressive school system. This position serves as a key strategic planner, advisor, decision-maker and problem solver for the Superintendent. The Director represents the district and Superintendent at public events and in various capacities with government and community organizations; facilitates communication with applicable stakeholders; and ensures that the Superintendent's office is responsive to the needs of the Board, staff and community, with respect to career and technical education and district strategic initiatives. The Director identifies and leverages key community partnerships to expand access to innovative programs and activities for all students.
DIRECTOR TECHNOLOGY & INFORMATION SERVICES	1.00	Provides District leadership in the area of technology and information services; plans, directs, and supervises the District's Technology and Information Services Department; and is responsible for driving the application of information and instructional technology to improve student achievement.

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DIRECTOR TRANSPORTATION SERVICES	1.00	The Transportation Director provides leadership and direction in managing the Transportation department of Oregon's second-largest school district in accordance with district, state and federal regulations and policies. The Director develops, plans, and executes all transportation functions and is responsible for ensuring services are delivered in a safe and efficient manner, within budget. This position is responsible for establishing and maintaining effective communication within the department and with students, parents, community members, district staff, department and school-based administrators. This position is an integral member of the district's Emergency Operations Center (EOC).
DIRECTOR HUMAN RESOURCES - HR STRATEGIC INITIATIVES	1.00	Position reduced 2024-25 budget
EXECUTIVE DIRECTOR HUMAN RESOURCES	1.00	Plans, directs, and administers all human resource functions for the District including employee recruitment, staffing, compensation and employee benefit programs, labor relations activities, staff development programs, and personnel record systems.
DIRECTOR HUMAN RESOURCES - EMPLOYEE & LABOR RELATIONS	1.00	The Employee and Labor Relations Director, in support of the district Superintendent and Executive Director of Human Resources, develops and implements employee and labor management practices which contribute to a fair, respectful, diverse, and performance-focused organizational culture.
DIRECTOR HUMAN RESOURCES - EMPLOYEE STAFFING	2.00	Coordinates licensed/classified employee personnel functions for the District including the recruitment and selection process, staffing, employee evaluations system, compensation, contract management, personnel records systems, and the recruitment and selection process for supervisory positions.
DIRECTOR OF BUDGET & FINANCE	1.00	Plans, directs, and supervises budget and financial services and related functions for the District, including budget development and management, accounting and financial reporting, payroll and Public Employee Retirement System (PERS) coordination, procurement and contracting, investments and debt service management, and coordination with the Oregon Departments of Education and Revenue.
DIRECTOR OF ELEMENTARY SCHOOLS	3.00	To engage principals as instructional leaders to ensure that high quality instruction is making it possible for all students to learn at high levels; to ensure compliance with state standards and the District's policies and procedures; to support principals' work in management of school operations; to provide assurance that schools are safe and welcoming for all students, staff, parents, and the community.
DIRECTOR OF HIGH SCHOOLS	1.00	To engage principals as instructional leaders to ensure that high quality instruction is making it possible for all students to learn at high levels; to ensure compliance with state standards and the District's policies and procedures; to support principals' work in management of school operations; to provide assurance that schools are safe and welcoming for all students, staff, parents, and the community.
DIRECTOR OF MIDDLE SCHOOLS	1.00	To engage principals as instructional leaders to ensure that high quality instruction is making it possible for all students to learn at high levels; to ensure compliance with state standards and the District's policies and procedures; to support principals' work in management of school operations; to provide assurance that schools are safe and welcoming for all students, staff, parents, and the community.
DIRECTOR OF SCHOOL IMPROVEMENT	1.00	Position reduced 2024-25 budget
DIRECTOR OF STUDENT SERVICES	1.00	Directs, plans, and administers the development and coordination of the District's Student Services, including special education, Section 504 of the Rehabilitation Act, compliance requirements, health services, guidance and counseling, and drug and alcohol prevention programs.
MANAGER, AUXILIARY SERVICES	1.00	Plans, organizes, directs, and evaluates overall performance associated with the district's auxiliary services department, assuring exceptional customer service in the areas of reprographics, central stores, surplus, shipping and receiving and mailroom operations. Provides leadership and supervision to staff ensuring timely and current performance feedback and evaluations. Builds and maintains the necessary skill sets through focused professional development in order to deliver exceptional services internally and externally to schools, districts and other governmental entities throughout the state.
MANAGER, BENEFITS & LEAVES	1.00	To improve student achievement by managing the administration of benefit programs and services for all District employees, ensuring exceptional customer service. This position coordinates all aspects of employee benefits, including health plans, short and long-term disability insurance, life insurance, employee assistance program, flexible spending plans, Health Savings Accounts, employee leaves of absence, sick leave banks, sabbatical leaves, retirement plans, compensation studies, and wellness programs. This position serves as the primary point of contact with the Oregon Educators Benefit Board (OEBB) and ensures compliance and reporting requirements as mandated by state and federal laws.
MANAGER, CONSTRUCTION SERVICES	1.00	To provide effective management of Construction Services to provide cost effective and timely delivery of quality capital improvement projects consistent with the district's goals.
MANAGER, CUSTODIAL SERVICES	1.00	Supervise the District's custodial and building operations program, ensuring that the cleaning and operations of all District facilities meet proper safety, efficiency, and health standards. Identify and prioritize building issues and coordinate with maintenance team for timely resolution. Ensure that the Business and Support Services customer service model is fully integrated.
MANAGER, HUMAN RESOURCES	1.00	Supervises staff investigation processes related to TSPC, OTIS, and DHS complaints. Oversees legal requirements related to employee conduct.
MANAGER, MAINTENANCE SERVICES	1.00	Plans and supervises the maintenance services of the District to ensure that all facilities, equipment, and mechanical systems are properly functioning and operated.

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MANAGER, NUTRITION SERVICES	1.00	The Nutrition Services Manager is responsible for the management of the District's Nutrition Services program contract. Responsibilities include, but are not limited to, contract management, supervision and training of all district Nutrition Services staff, development and organization of the Nutrition Services function, budgeting and assisting in the financial management of the Nutrition Services program, ensuring high standards for food quality, sanitation and safety are maintained, and facilitating relationships with education partners, including administrators, staff, parents, and students.
MANAGER, PAYROLL	1.00	To oversee the District's payroll operations, ensuring timely and accurate processing of wages and benefits while maintaining compliance with relevant laws, regulations, collective bargaining agreements and District policies and procedures.
MANAGER, RISK	1.00	Plans, manages, and administers the District's self-insurance fund; trains and manages Safety and Risk Management Services personnel under the Risk Manager's supervision; provides education, training, safety, and environmental quality programs to District staff with the objective of minimizing loss or damage to District assets and improve safety of staff and students.
MANAGER, SECURITY	1.00	To manage and direct the security operations of the District and to coordinate all security planning pertaining to personal safety of students, staff and the public. To develop, design and oversee the District's implementation of facilities' security devices, patrols, and alarms. To develop and maintain a secure environment in conjunction with the District's goal of a safe learning and working environment.
MANAGER, TRANSPORTATION OPERATIONS	3.00	Develops, organizes, implements, manages, and monitors overall performance of associated transportation services assuring exceptional customer service. Provides leadership and supervision to staff ensuring timely and current performance feedback and evaluations. Builds and maintains the necessary skill sets through focused professional development in order to deliver exceptional services internally and externally to schools, districts, and other governmental entities in the support of student achievement.
MANAGER CAPITAL CONSTRUCTION PUBLIC ENGAGEMENT	1.00	Position reduced 2024-25 budget
MANAGER PROCUREMENT & CONTRACTING	1.00	To coordinate the district wide contracts and contract development for the procurement of goods and services while ensuring adherence to all state and public contracting laws, rules and requirements. To supervise, assign, and review the work of personnel within Procurement department.
PRINCIPAL ON SPECIAL ASSIGNMENT	5.50	Develops, implements, and coordinates projects for assigned areas. Works with level directors and key leaders in schools and departments to push strategic initiatives, develop and monitor related projects, and assist with implementation in schools. -POSA Learning Acceleration and Family Engagement (consolidated and retitled with a reduced role 2024-25 budget) -POSA Human Resources (supports leaders with evaluation processes) ---2.0 FTE (1.0 FTE ESSER funded and position reduced 2024-25 budget) -POSA MTSS (supports school leaders in the implementation of MTSS) -POSA Dual Language Instruction (supports the effective implementation of K12 dual language programs) -POSA Secondary Education (supports schools in need of an additional administrator for short periods of time to cover LOAs or emergent needs)
SUPERINTENDENT	1.00	Serves as chief executive officer of the District and gives leadership to the Salem Schools in that the educational needs of the community are translated into appropriate education programs which are planned, implemented and evaluated.
SUPERVISOR, TECHNOLOGY	3.00	To support student achievement through supervision of technology staff and insuring the continuity and control of all appropriate functional areas and projects on a daily basis in the assigned area of responsibility. Focus includes networking telecommunications, application development, desktop support, customer support center or project management functions.
VACANT/TECHNICAL CORRECTION	0.25	Related to Bond
District administrator subtotal	68.75	
Total	190.35	