



To apply to this position, please go to the North Clackamas School District job site, Applicant Tracking and apply to JobID# 10131:

<https://www.applitrack.com/nclack/onlineapp/>

Associate Director, Elementary Education, (1.0 FTE), Perm, 24-25 School Yr JobID: 10131

Position Type:
Administration

Date Posted:
1/23/2024

Location:
District Office

Date Available:
07/01/2024

Closing Date:
01/31/2024

Associate Director of Elementary Education, (1.0 FTE), Full-time, Permanent, 2024-2025 School Year

The North Clackamas School District strives to create an inclusive environment that welcomes and values the diversity of our staff and students. We foster equity and inclusion to create a workplace environment where everyone is treated with respect and dignity.

With approximately 2,000 employees, North Clackamas is nationally recognized for outstanding programs supported by the efficient utilization of resources. The North Clackamas community expects, and school leaders ensure, accountable and transparent investments that place funding as close to the student as possible.

Formed in 1971, North Clackamas School District is Oregon's sixth-largest school district and

spans more than 40 square miles just southeast of Portland, OR.

We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application. Preference will be given to those applicants with work or lived experience with culturally, linguistically, and racially diverse communities.

Position Summary:

Assists in planning, directing, and coordinating all functions of the elementary education program including curriculum, instruction, assessment, staffing, training, and program evaluation. Emphasis will be on implementation of core instructional content areas and leadership of multi-tiered systems of support (e.g., Response to Intervention). Works closely with elementary schools to support the administrative, teaching, and support staff.

Minimum Qualifications:

1. Incumbents must have 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 and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Minimum of three (3) years of progressively responsible and highly successful school administrative experience. Experience as a school principal is strongly preferred.
4. Strong knowledge of elementary education programs, curriculum, assessment, and instructional practices.
5. Skills in developing and maintaining relationships with a diverse community.

6. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
7. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports.
8. Ability to work both independently and interdependently.
9. Ability to organize work, set priorities, and meet deadlines.
10. Demonstrated supervisory ability in observing, evaluating, and developing teachers and support staff.
11. Valid state driver's license.

Desired Qualifications:

Bilingual ability in language(s) appropriate to the District's student and parent demographics.

Major Duties and Responsibilities:

1. Program Operations:
 - a. Supports the Executive Director and elementary school administrative teams in ensuring the efficient and effective operation of school and educational programs.
 - b. Participates in strategic planning and visioning with all stakeholders in support of vision and goals.

- c. Provides leadership in helping elementary school teams analyze data to inform best practice and develop systemic responses to improve academic and social growth for all students.
- d. Assists with planning, articulating and developing instructional and leadership practices.

2. Staff Supervision:

Assists Executive Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Evaluating the need for, developing, and delivering staff training.
- c. Fostering effective teaming and collaboration within the staff.
- d. Creating effective communications with staff to ensure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
- e. Creating an environment in which staff can provide open and candid feedback. Working closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
- f. Participating in the supervision and performance evaluation of staff to include intervention when performance fails to meet expectations.

3. Customer Service and Communication: Assists in creating a customer service culture that ensures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assists in creating a welcoming environment and providing

flexibility to respond to the needs of customers. Assists in preparing school and parent communications. Responds to school and parent inquiries.

4. Accounting and Budgeting: Participates in department budget preparation, and in assuring that the department operates in conformance with the approved budget and financial control requirements.
5. Program Evaluation, Analysis and Feedback: Participates in periodic assessment of program effectiveness and/or changing needs.
6. Leadership: Serves as acting Executive Director in the Executive Director's absence.

Performs other duties as assigned.

Terms of Employment:

- Annual Compensation Range (2024-2025): Level MM: \$148,199 - \$167,475
- Employees shall assume and pay the six percent (6%) employee contribution/payment required by ORS 238A to PERS.
- Excellent benefits including medical, dental, eye insurance coverage, cell phone and mileage stipends, life insurance and paid leave. If North Clackamas Medical Plan V chosen, an employer contribution of \$1,500 - \$3,000 will be invested in employee's HRA VEBA, funded every January 1.
- Position is a 235-day work year that will include some evening and weekend work expectations.
- An annual stipend of \$3,000 if you hold a PhD, EdD or JD.
- Professional development funds available.

Equal Opportunity Employer/Drug Free Workplace.

North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.

The North Clackamas School District does not discriminate on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status. The following person has been designated to handle inquiries regarding discrimination: Michelle Riddell, Title IX Coordinator, 12400 SE Freeman Way, Milwaukie, OR 97222. For these Title IX inquiries, please contact 503.353.6000.

For employment related information, please go to our Human Resources employment page at <https://www.nclack.k12.or.us/hr/page/careers-ncsd>