



INVITES APPLICATIONS FOR:

Supervisor, Title Programs

This position has primary responsibility for the planning, organization and implementation of Lane ESD's Title III consortium grant and Region 28 Migrant Education Program consortium grant. This includes responsibility for the supervision of program staff, recruitment efforts, coordination of training and technical assistance to consortium districts.

Closing Date	Start Date	Salary
July 16, 2018 Or Until Filled	Upon hire	\$80,179 - \$93,802 annually
220-Day Calendar, 1.0 FTE (8 hours)		

About Lane ESD

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at www.lesd.k12.or.us

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

CORE VALUES

Equity ...

we support a respectful work environment and access to educational services to all students

Commitment ...

to district and student success

Leadership...

that is informed, responsive, visionary and planful

Collaboration...

actively engaged with our partners to achieve success

Integrity...

approach our work with ethical actions, making and keeping commitments, courage and humility

About Lane ESD's School Improvement Services

School Improvement Services focuses on improving achievement for all students within our community, through providing high quality professional development, technical assistance, and instructional-based support for educators in 16 Lane County School Districts. Services are provided to educators at all levels from kindergarten through graduation, in all core content areas, and can be designed to meet the collective needs of all districts or differentiated to meet individual district needs.

In addition to services in the core content areas, School Improvement Services also provides training, assistance and coaching in school-wide behavior and interventions, assistance in meeting federal and state requirements, and Title Services (Migrant Education, English Language Learners,).

Several programs provide direct student services. Examples include including summer school and after school programs, youth leadership groups, model lessons, spelling contests and career fairs. School Improvement

Services collaborates with local districts, higher education and other agencies to provide leadership and support in pursuing and administering grants for the benefit of Lane County's schools and students.

Position Available – Supervisor, Title Programs

We are looking for talented, forward thinking, energetic candidates who can support Lane ESD's Vision and Core Values.

Key Responsibilities

The key responsibilities of this position include:

- 1) Coordinate implementation of Migrant Education Program services to ensure compliance with Title I-C grant requirements:
 - a. Conduct periodic program evaluation and needs assessment related to design and quality of MEP services.
 - b. Coordinate program components including planning for regular, preschool and summer programs and ensure adherence to implementation plans.
 - c. Serve as building administrator for Migrant Education summer school.
 - d. Maintain a system to ensure quality assurance for Certificates of Enrollment (COEs).
 - e. Prepare comprehensive identification and recruitment (ID&R) plan to support effective and efficient recruitment activities.
 - f. Ensure establishment and maintenance of parent advisory committee (PAC) to gather program input as required by the Title I-C grant.
 - g. Coordinate preparation and submission of MEP grant application to ensure program requirements are met.
 - h. Represent Region 28 (Lane and Douglas Counties) at the local, regional and state levels to ensure dissemination of up-to-date information on grant and program requirements.
 - i. Interpret explain and clarify program regulations and guidelines to program stakeholders to ensure accurate and timely enrollment and access to services.
 - j. Prepare program or project reports as required or requested.
 - k. Prepare and manage Migrant Education budget.
 - l. Collaborate and build partnerships with community organizations and other ESD programs to enhance services available to eligible students.
- 2) Coordinate implementation of training and technical assistance to Title III consortium districts to support district efforts to meet Title III program requirements and the educational needs of students who are English Language Learners (ELL).
 - a. Prepare Title III Consortium grant application, including professional development plan.

Qualifications

Primary qualifications for this position include:

Education and Experience

- Bachelor's degree in education or related field such as public administration, or social services required.
- A valid Oregon administrative license required.
- Five years successful experience as a licensed staff member in public schools, including two years of successful experience with migrant or ELL students.
- Training and experience in effective teaching strategies, learning styles, prescriptive teaching, behavior management and staff development, experience in program evaluation, development and alignment of curriculum with state standards and school reform.
- One year experience working in a Migrant Education program, with recruitment experience preferred.
- Understanding of Title I-C and Title III program regulations preferred.
- Experience coordinating services and communicating with multiple diverse stakeholders, including experience working with public schools and with social service agencies required.
- Consideration will be given to an alternative combination of experience and training that provides

Knowledge, Skills and Abilities

- Ability to speak, read, and write English fluently required; ability to speak, read, and write Spanish fluently required.
- Knowledge of best practices in strategies/programs for students who are Migrant or English Language Learners.
- Ability to objectively evaluate and document student learning, staff performance, and the achievement of program objectives.
- Demonstrated leadership skills including the ability to maintain a global perspective and vision; establish and implement workgroup direction; lead

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity

- b. Facilitate regular ELL Coordinator meetings and professional development activities.
 - c. Prepare program or project reports as required or requested.
 - d. Prepare and manage Title III grant budget.
- 3) Make recommendations regarding selection, assignment, and other personnel matters and manage and evaluate personnel within the program.
 - 4) Supervise and evaluate the performance of all assigned staff and oversee training and support to enhance knowledge and skills.
 - 5) Communicate and monitor the district and department policies and procedures regarding staff responsibilities as related to their individual job descriptions.
 - 6) Assist in the administration of rules, regulations, and procedures within the policy structure of the LESD for the operation of assigned programs.
 - 7) Establish and monitor procedures for the selection and authorization of professional development, supplies, equipment, instructional materials and curriculum for assigned programs.
 - 8) Solicit input from consortium districts.
 - 9) Participate in state forums, meetings, conferences, and trainings.
 - 10) Perform other duties as assigned.

- and supervise staff; and to make effective decisions.
- Excellent communications skills, including writing, presenting information and speaking, and facilitating groups.
- Ability to plan, organize, address multiple priorities, and implement projects and grants to meet schedules and timelines.
- Ability to develop and maintain a positive working relationship with constituent districts, ODE and other appropriate education, governmental and community agencies.
- Ability to be flexible and fluid with schedule or meeting changes.
- Demonstrated ability to use technology necessary to perform the duties of the job is required.
- Demonstrated judgment regarding synthesis and summarization of information is necessary.
- Knowledge and ability to represent Lane ESD in environments that could have political implications if not handled with tact and diplomacy.
- Ability to manage Title grant expenditures are within program parameters.
- Valid Oregon driver's license.

To Apply		
Click	Contact	
https://lesd.tedk12.com/hire/index.aspx	(541) 461-8202 hr@lesd.k12.or.us	1200 Highway 99 North Eugene, OR 94702
<ul style="list-style-type: none"> • Applicants must complete an online application available at https://lesd.tedk12.com/hire/index.aspx in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access. 		
Application Instructions and Requirements		
<ul style="list-style-type: none"> <input type="checkbox"/> Applicants must complete an official Lane ESD application (see link above) to be considered for this position. <input type="checkbox"/> Applications must include a cover letter, resume and two letters of reference. <input type="checkbox"/> Only complete applications submitted by 5 p.m. on the closing date will be considered for the position. 		
Terms of Employment		
<ul style="list-style-type: none"> • One position at 1.0 FTE; 220 Paid Days per year. Benefits include: health insurance and 8 paid holidays per year. 		
Selection Process		
<p>Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.</p>		

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