



**Director**  
**Center for Advanced Learning**  
**240 days, Probationary Contract**  
**1.0 FTE**

**Start date: For the 2019-2020 School Year, exact date to be determined**

**Compensation: 2018-2019 Salary Schedule \$108,221-\$119,484**

**Vacation/holidays**

**PERS pick-up**

**Additional benefits**

**Qualifications:** State of Oregon Administrative License and current First Aid Card.

**In-district and Out-of-District Applicant Deadline:** January 15, 2019 at 5 pm.

Apply at <https://greshambarlow.tedk12.com/hire/index.aspx>

### **Job Description**

**Job Title:** Director of the Center for Advanced Learning

### **Job Summary:**

*The Director is responsible for working through the Center for Advanced Learning Governing Board. The Director also maintains responsibility for staff leadership and development, as well as overall management and operations of programs. The Director manages the recruitment of students, development and implementation of curriculum, and student achievement data. The Director's work is defined by mission, goals, and objectives and is administered in accordance with board policies, statutory requirements and administrative rules shared by the Governing Board. In addition, the Director serves as an advocate for the staff, school and community. The Center for Advanced Learning has six CTE Programs of Study which include: Manufacturing, CIS Cyber-Security, Health Sciences, Video Broadcasting, Design to Fab Lab and Entrepreneurship. The regional charter high school serves students from Centennial High School, Gresham High School, Reynolds High School, and Sam Barlow High School.*

### **Essential Job Functions:**

Apply an equity lens for leadership so that EACH and EVERY learner will receive the necessary resources they need individually to thrive.

- Implement culturally relevant instructional practices
- Organize curriculum to meet program objectives
- Seek the input of business and industry in developing and sustaining appropriate outcomes
- Revise curriculum to meet changes in business and industry priorities - innovate
- Recruit staff that meets qualifications necessary to achieve outcomes and objectives
- Provide staff development to assist in curriculum implementation
- Supervise staff to ensure goals and objectives are met
- Create strategies to enhance communication between instructors and students, parents and community

- Develop and maintain collaborative relationship with home high schools which assist in implementing curriculum and providing support to recruitment of students
- Proactively assess market trends and collaborate with key industry players
- Create partnerships in the education reform effort at all levels (metro, regional, state and national) and with higher education
- Work collaboratively with staff to ensure programs meet mission and vision of stakeholders
- Develop and oversee operating budget and expenditures
- Oversee operation of physical plant to assure assets are maintained
- Conduct an annual evaluation to assist Governing Board in reviewing performance and planning for the future
- Demonstrate knowledge of Oregon CTE Standards
- Oversee development of Social Emotional Learning and behavioral supports
- Work collaboratively with partner school districts on system alignment of career pathways programs
- Develop programming in alignment with and agreed upon by partner districts
- Analyze and interpret policy and procedural guidelines, and to formulate, develop and present recommendations to resolve problems and questions
- Adhere to the Professional Standards for Educational Leaders
- Direct the support services program for special population students

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

*The Center for Advanced Learning recognizes the diversity and worth of all individuals and groups. It is the policy of the Governing Board that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. The Center for Advanced Learning provides equal access to individuals with disabilities.*

**Center for Advanced Learning  
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