

**To apply to this position, please go to the North Clackamas School District job site, Applicant Tracking and apply to JobID# 3784:**

<http://www.nclack.k12.or.us/hr/page/job-opportunities>

**Human Resources Coordinator for New Teacher Retention and Success, (.5 FTE), Part-Time, Temporary, 2017-2018 School Year**

**POSITION SUMMARY:**

This position will help lead a collaborative process between the District, the North Clackamas Education Association and the CENTERS Initiative (Collaboration to Ensure New Teacher Retention and Success). The CENTERS Initiative is a partnership between the National Education Association, Carnegie Foundation for the Advancement of Teaching and the New Teacher Center.

Jointly, North Clackamas School District and North Clackamas Education Association have received grant funding from the CENTERS Initiative to work with four other districts in the United States to create and implement strategies to improve the recruitment and retainment of new educators. The goal of the work will be to build and retain a teacher workforce that reflects our students, their background and experiences. This is anticipated to be a multi-year project. Should the District decide to continue with allocating staffing resources for this purpose, the successful applicant will be strongly considered for reemployment. This position will report to a Human Resources administrator.

Position is a 230-day work year that may include limited evening and weekend work.

**JOB GROUP:**

Administrator Level K, \$48,922 - \$56,634 (Reflects .5 FTE proration, includes employee's 6% PERS district paid contribution and is the 2017-2018 annual salary).

Additional compensation: Individual or full family medical, dental and eye insurance. \$1,500 - \$3,000 District-paid benefit (if North Clackamas VEBA plan is chosen) -- allocated each January 1 if employed on this date. Other benefits include paid holidays, cell phone, and mileage stipends.

**Retirement Plan Contribution:**

North Clackamas School District (NCSD) is a Public Employee's Retirement System (PERS) employer. PERS allows employees to contribute 6% of their salary to their Individual Account Program (IAP). However, NCSD makes the 6% contribution to its employee's IAP account. This means no money is taken out of employee paychecks, but the employee is still receiving 6% of the salary contributed to his/her retirement IAP account. In addition, NCSD makes a contribution to the employee's PERS OPSRP Pension Plan.

**Minimal Qualifications:**

1. Commitment to the values and beliefs as reflected in the North Clackamas School District Equity Policy (see attached).

2. Possess or ability to obtain Oregon administrative license.
3. Three (3) years of progressively responsible and successful experience in school leadership.
4. Possess relevant content knowledge and experience working with new educators.
5. Successful experience in working with culturally diverse stakeholders, or have otherwise demonstrated a commitment to strengthening engagement of diverse colleagues.
6. Ability to work both independently and cooperatively, exercise judgment and creativity, organize work and work teams, set priorities, manage initiatives and meet deadlines.
7. Strong interpersonal and communication skills with demonstrated ability to speak and write clearly and persuasively.
8. Successful experiences planning, implementing and facilitating collaborative projects.
9. Strong organizational skills.
10. Strong analytical skills with ability to develop processes to measure the success of recruitment and retainment strategies.
11. Successful skill and experience coaching adults in an educational setting.
12. Successful experience in developing and maintaining positive relationships with colleagues.
13. Demonstrate ethical and professional behavior representing the District in a positive manner.
14. Ability to travel within and outside the District, including overnight travel out of state multiple times.
15. Demonstrated ability to maintain exceptional attendance and punctuality.
16. Valid Oregon driver's license.

**Desired Qualifications:**

1. Bilingual skill in language appropriate to District demographics.
2. Successful experience managing grants.

**Major Duties and Responsibilities (in collaboration with the North Clackamas Education Association lead)**

1. Participates in in-person and virtual professional development sessions and coaching on the application of improvement science principles and tools, and initiating and facilitating a District team.
2. Collaborates with four other network district leaders to use strategies, tools and processes of improvement science to rapidly prototype, test, and evaluate practice changes that foster improvement in the strategies used to recruit and retain new educators.
3. Coordinates and facilitates improvement cycles in schools, collecting data and sharing learnings from improvement cycles with the community.
4. In cooperation with four other network districts, contributes to the cumulative research and practice repository.
5. Meets regularly with other teams' members to coordinate, plan, execute, and support improvement cycles as well as document and share knowledge generated within them.

6. Participates in phone conferences and webinars.
7. Participates in geographic and/or topic affinity groups.
8. Documents improvement efforts by:

-Co-developing and testing theories of change being examined across the four network districts.

-Producing reflections every two weeks on the progress of the team's improvement efforts.

-Collecting and reporting qualitative and quantitative data.

-Using new data collection tools to track the improvement process and share data with other network district members.

9. Plans and organizes the work and learning of the District team in collaboration with participating schools.

10. Frequently updates multiple stakeholders (Executive Sponsors—NCSA Executive Director for HR, NCSA-Associate Director for HR, North Clackamas Education Association) on progress.

11. Provides formative feedback on the progress of implementation.

12. Performs other human resources duties as assigned.

**PLEASE REFER TO THE JOB DESCRIPTION ON THE NORTH CLACKAMAS WEBSITE FOR MORE DETAILED INFORMATION.**

**EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**  
North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.