

**To apply to this position, please go to the North Clackamas School District job site,  
Applicant Tracking and apply to JobID# 3721**

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

## **ASSOCIATE DIRECTOR SECONDARY EDUCATION**

Classification: Administrative Level L  
(if no principal experience)  
Administrative Level M (if principal experience)

Location: District Office

Reports to: Executive Directors of Secondary Schools

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Assist in planning, directing, and coordinating all functions of secondary education program including curriculum, instruction, assessment, staffing, training, program evaluation, student retention engagement, and college and career readiness. Emphasis will be on implementation of instructional college and career readiness and leadership of multi-tiered systems of support. (e.g., Response to Intervention)

Works closely with high and middle schools to support the administrative, teaching, and support staff.

FLSA Status: Exempt

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

### **JOB GROUP:**

Executive Level L, \$101,570 - \$117,577 (included employee's 6% PERS district paid contribution). Level L if no principal experience.

Executive Level M, \$106,648 - \$123,459 (includes employee's 6% PERS district paid contribution). Level M if principal experience.

Additional compensation: \$1,500 - \$3,000 District-paid benefit (if North Clackamas VEBA plan 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.

## **Part II: Supervision and Controls over the Work:**

Serves under the administrative supervision of the Executive Directors of Secondary Education. Is held responsible for results in terms of effectiveness of planning, compliance with policies and programs, quality of supervision, and contribution to achievement of district and department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of the District leadership, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

## **Part III: Major Duties and Responsibilities:**

### 1. Program Operations:

- a. Supports the Executive Directors, Middle and High 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 secondary school teams analyze data to inform best practice and develop systemic responses to improve academic and social growth for all students.
- d. Assist with planning, articulating, developing, and implementing instructional and leadership practices.
- e. Supervise, establish, expand focused and targeted student retention/intervention/drop-out strategies and support
- f. Supervise, establish, expand focused and targeted college and career readiness experiences and opportunities
- g. Provide Consistent emphasis on and support for Alternative/education options
- h. Provide Consistent emphasis on and support with district-wide AVID programs
- i. Support Student Advisory programs
- j. Ability to work with and support schools in collaborating with multiple partner agencies

### 2. Staff Supervision: Assist Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
  - b. Supervise staff as assigned.
  - c. Evaluate the need for, develop, and deliver staff training.
  - d. Foster effective teaming and collaboration within the staff.
  - e. Create effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
  - f. Creates an environment in which staff can provide open and candid feedback. Work closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
  - g. Participates in the performance evaluation of staff to include intervention when performance fails to meet expectations.
3. Customer Service and Communication: Assist in creating a customer service culture that assures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assist 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 director in the director's absence.

Performs other duties as assigned.

**Part IV: Minimum Qualifications:**

1. Candidates must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's Degree in education and appropriate administrative state licensure.
3. Minimum of three years of progressively responsible and highly successful school administrative experience. Experience as a school principal is strongly preferred.
4. Strong knowledge of secondary 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.

**Part V: Desired Qualifications:**

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

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

May be exposed to infectious disease when assisting directly in student transportation.