

To apply to this position, please go to the North Clackamas School District job site, Applicant Tracking and apply to JobID# 3142 under the Category: Administration - Classified.

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

Community Services Supervisor, Full-Time, Permanent

The North Clackamas School District is a growing district on Portland's east side. North Clackamas is known for its high quality of living. 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.

Be part of a dynamic and fun team that works hard and challenges themselves to deliver an exceptional level of service to all our stakeholders. Equity is at the center of our work. We believe in creating an inclusive working environment for all our employees. We value learning, laughter, and high quality work standards. We believe in taking care of our employees. We value family.

POSITION SUMMARY:

To develop and administer a community services program which includes after-school services, recreational, educational and enrichment activities. Effective management of facility use.

FLSA Status: Exempt

Position is a 260-day work year that will include evening and weekend work expectations.

JOB GROUP: Level G, \$74,475 - \$86,214 (includes employee's 6% PERS district paid contribution)

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:

We are a Public Employee's Retirement System (PERS) employer. PERS allows employees to contribute 6% of their salary to their Individual Account Program (IAP). However, We make the 6% contribution to our employee's IAP account for them. This means no money is taken out of our employees paychecks but they are still getting 6% of their salary contributed to their retirement IAP account. In addition, we make a contribution to our employees PERS OPSRP Pension Plan.

MAJOR DUTIES AND RESPONSIBILITIES:

1. A Bachelor's Degree in education, recreation, social work, or a community service related field; or a minimum of two years' experience with community services or related programs is required.
2. Ability to work with a minimum of direction and supervision.
3. Willing to work evenings/weekends as needed.
4. Ability to supervise and evaluate community service programs and staff.
5. 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.
6. Highly developed organizational skills.
7. Effective oral and written communications.
8. Highly motivated to create and initiate new programs.
9. Valid Oregon driver's license required.
10. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
11. Ability to work both independently and cooperatively.
12. Bilingual skills preferred.
13. Exceptional attendance.

EVALUATION:

Job performance will be evaluated in accordance with district's administrator evaluation program.

Please see attached job description for more details.

[Supervisor, Community Services2016.pdf](#)

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