

## JOB DESCRIPTION

**TITLE:** Program Administrator

**FLSA Status:** Exempt

**REPORTS TO:** Supervisor and/or designee

### JOB SUMMARY

Under the supervision of a director or the superintendent, the coordinator is responsible for the supervision of 1-2 program strands. In that role, the coordinator may supervise both licensed and classified personnel, is responsible for and authorizes expenditures for a significant (\$300,000+) portion of the budget, and has primary responsibilities for implementing programs and services which serve school districts, children and families.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Is responsible for the design, implementation, evaluation, improvement and reporting requirements of programs or program strands which serve local district staff or students, and families directly or which provide consultation services to partner agency staff who serve students directly.
- Supervises and evaluates key members of these teaching and learning staff, that may include instructional coaches and special education staff; providing support, opportunities, coaching, and guidance for professional growth, and timely performance evaluation in a manner that promotes team development and effective work.
- Makes effective recommendations to director in the selection, promotion, termination, and transfer of staff.
- Manages and authorizes expenditures for a significant (\$300,000+) portion of the budget.
- Oversees and is responsible for grant-funded programs, including reporting requirements.
- Expands learning opportunities for students in an on-going effort to improve services and programs, offer instructional pathways based on best practices, and maximize progress.
- Proposes policy in assigned areas.
- In consultation with supervisor, staff, advisory committees, ESD Administrator Team and superintendent, determines program design and direction.
- Works to create a collaborative and innovative culture for all students and staff, across the district, and throughout the community.
- Develops new projects and writes new grants as need and opportunity arise.
- Serves as liaison to ODE and other external agencies.
- Participates as a member of the ESD Administrator Team.
- Adhere to workplace expectations
- Ability to work a flexible schedule and travel to and from school locations in the Douglas ESD service area and may be required to travel on overnight assignments.
- Other duties as assigned

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Education and/or Experience:** A Master's Degree, Oregon teaching and administrative licenses or Authorization from Oregon Department of Education as an early Childhood Supervisor; 3-5 years of teaching experience. Early Intervention/Early Childhood Special Education (EI/ECSE) experience preferred. Expert demonstration and knowledge in several or all areas of the position.
- **Interpersonal Skills:** Knowledge of augmentative and alternative communication techniques. Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to work as part of a multidisciplinary team and collaborate well with others. Consistently focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff, parents and the public. Ability to cultivate and model a respectful working and learning environment.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as interest, proportions and percentages. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to create and interpret bar graphs, pie charts and other representations of financial data.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations. Consistently makes decisions and exercises independent judgement.
- **Computer Skills:** Advanced knowledge of computer usage and MS Office 365 is required. Proficient knowledge in Excel with the ability to learn complex formulas and pivot tables; ability to learn accounting software and various programs as needed.
- **Other Skills and Abilities:** Maintain regular and consistent attendance and punctuality. Ability to work in an environment with constant interruptions. Required to demonstrate the ability to consistently work independently.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License, if required.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

## PHYSICAL DEMANDS

*The physical demands 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.*

- Frequently required to walk, stand and sit
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Regularly required to talk and hear
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds.



This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the ESD's goals.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time with or without notice as it deems advisable, pursuant to Collective Bargaining Agreement.



**Equal Opportunity Employer:**

Douglas ESD recognizes the diversity and worth of all individuals and groups. It is the policy of Douglas ESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

**Employee Statement:**

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I required accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the ESD regarding the requested accommodation(s).

**Employee Signature:****Date:**

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**Supervisor Signature:****Date:**

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**Salary Classification:** Administrator**Last Revised:** May 2020