DOUGLAS EDUCATION SERVICE DISTRICT

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JOB DESCRIPTION

TITLE: Associate Director of Teaching & Learning

FLSA Status: Exempt

REPORTS TO: Supervisor and/or designee

JOB SUMMARY

This position provides administrative leadership for regional educator development and instructional support programs, including the Regional Educator Network (REN), instructional coaching, educator mentorship, early literacy, and countywide professional learning. Working closely with the Assistant Superintendent / Director of Education Services, this position aligns programs, services, and funding—including General Fund, Student Success Act (SSA), and REN resources—to strengthen a coordinated and sustainable continuum of supports for Douglas County school districts. The Associate Director supervises assigned staff, oversees program budgets and grant reporting, and provides technical assistance to support district continuous improvement and educator development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participate as a member of the Education Services leadership team, collaborating with the Director to align departmental priorities, programs, and services.
- Provide leadership and oversight for multiple Teaching & Learning programs, including REN, instructional coaching, educator mentorship, early literacy, and regional professional learning.
- Guide the planning, implementation, and evaluation of professional learning and educator development initiatives responsive to district needs.
- Collaborate with the Lead Instructional Coach to coordinate instructional coaching services, educator mentorship, and professional learning implementation.
- Foster collaboration among Teaching & Learning staff and other ESD programs to strengthen the effectiveness of services provided to districts.
- Lead the implementation, monitoring, and continuous improvement of the Douglas REN Plan and Professional Learning Plans (PLPs).
- Coordinate and facilitate REN meetings, network sessions, and regional professional learning activities.
- Serve as a primary liaison among Douglas REN, participating districts, the Oregon Department of Education (ODE), and the Education Advisory Council (EAC).
- Ensure REN activities and investments align with identified educator needs, district priorities, and applicable state requirements.
- Oversee required REN documentation, performance monitoring, grant reporting, and compliance activities.
- Work closely with the Director to strategically braid and blend General Fund, SSA, REN, and other allowable funding sources to develop a coordinated continuum of district supports.

- Identify opportunities to align services, reduce duplication, leverage staff expertise, and maximize the impact of available resources.
- Develop, monitor, and manage assigned program budgets, expenditures, contracts, and grant deliverables.
- Ensure fiscal practices and program expenditures comply with applicable grant requirements and ESD procedures.
- Prepare and submit accurate, timely grant reports, fiscal and program narratives, performance measures, and other required documentation.
- Collect and analyze program data to evaluate effectiveness, demonstrate outcomes, and inform future planning.
- Assist the Director in providing technical assistance to districts related to continuous improvement, SIA implementation, and strategic planning.
- Support districts in identifying professional learning needs and connecting available ESD resources to district improvement priorities.
- Facilitate meetings, professional learning, and collaborative planning with district administrators, educators, and regional partners.
- Build and maintain strong, trusting relationships with district leadership and staff across Douglas County.
- Supervise, support, and evaluate assigned personnel in accordance with Douglas ESD policies and procedures.
- Promote effective teaming, shared accountability, professional growth, and collaborative problem-solving.
- Coordinate with the Director regarding program priorities, staffing needs, and personnel responsibilities.
- Establish clear expectations, provide constructive feedback, and support continuous improvement in staff performance.
- Communicate effectively with ESD leadership, school districts, state agencies, and community partners.
- Maintain confidentiality and exercise sound professional judgment.
- Manage multiple projects, priorities, and deadlines with strong organizational skills.
- Participate in department and agency meetings and professional learning activities.
- Travel throughout the Douglas ESD service area as necessary.
- Perform other duties as assigned.
- Adhere to workplace expectations

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 current Oregon Administrator License or eligibility to obtain licensure is required. Three years of administrative experience preferred. Master's degree in education or a related field, or equivalent experience. Expert demonstration and knowledge in several or all areas of the position.

Understanding of Oregon's education system, including the role of education service districts in supporting local school districts and the Oregon Department of Education. Demonstrated experience in K–12 education, instructional leadership, educator development, and grant-funded program management. Ability to lead multiple programs, collaborate effectively with administrative teams, and align services with district priorities.

Knowledge of continuous improvement practices and the ability to facilitate collaborative planning, analyze qualitative and quantitative data, and translate findings into actionable strategies. Demonstrated ability to coordinate multiple initiatives, align resources and funding, manage competing priorities, and meet deadlines while maintaining attention to detail and organizational goals.

- **Interpersonal Skills:** Demonstrated ability to build trusting relationships, work effectively with diverse staff and stakeholders, and foster collaborative, respectful working environments. Strong skills in active listening, conflict resolution, confidentiality, and supporting professional growth. Ability to work effectively with district administrators, educators, community partners, and multidisciplinary teams.

- **Language Skills:** Excellent written and verbal communication skills, including the ability to facilitate meetings, deliver presentations, and communicate effectively with individuals and groups. Ability to interpret policies, procedures, and regulations; prepare clear reports and professional correspondence; and communicate complex information to varied audiences.

- **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. Ability to obtain a valid CPR/First Aid card.

WORK ENVIRONMENT

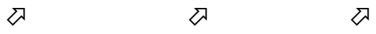
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

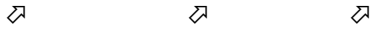
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.



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:**

_____ _____

Supervisor Signature: **Date:**

_____ _____

Salary Classification: Administrator
Last Revised: October 2026