

Lebanon Community Schools

Job #25001 - Director of School Improvement (25001)

JOB POSTING

Job Details

Posting ID

25001

Title

Job #25001 - Director of School Improvement

Description

POSITION SUMMARY:

The primary purpose of this position is to support teaching and learning in the district. The administrator will be responsible for district instructional improvement and curriculum development. The administrator will support teaching and learning district-wide by providing instructional support, curricular support, school improvement planning, MAP utilization and data review as well as AVID coordination. The administrator will be responsible for the implementation of federal programs including Title IA, IIA, III, and IV. In addition, the administrator will provide oversight of district-wide teacher leader positions and support for teachers in the mentor program.

MINIMUM QUALIFICATIONS:

1. Master's Degree plus additional specialization in educational administration.
2. Criminal history clearance.
3. Oregon Administrative License with Administrator endorsement.
4. At least three years of successful administrator.

ESSENTIAL FUNCTIONS:

1. Coordinates all district "Professional Development" to ensure efficient and productive programs that are aligned with District and State standards for professional development.
2. Coordinates curriculum adoption, refinement and trainings.
3. Coordinates AVID Implementation across the district.
4. Coordinates with Human Resources on implementation of the New Teacher Mentor Program.
5. Supports extended student opportunities as needed. (summer programs)
6. Coordinates district and state assessment.
7. Assists in recruiting, screening, and hiring of assigned school staff.
8. Supervises and evaluates licensed and classified staff as assigned.
9. Provides leadership to designated staff as assigned.
10. Seeks out and apply for grants that support learning instructional goals relative to professional development.
11. Manages all grants related to teacher education and training.
12. Manages or assists in managing the curriculum, staff development, and/or programs as assigned.
13. Organizes and leads student/staff/parent/community committees and groups as assigned.
14. Attends professional meetings and conferences as needed to maintain current knowledge.
15. Assists parents and community members as needed.
16. Assists the principals in school improvement activities.
17. Interprets and implements all legal requirements, Board policies, administrative regulations, and negotiated agreements.
18. Maintains the confidentiality of sensitive and confidential information related to district financial, collective bargaining, and legal matters.
19. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
20. Provides direction to others and makes independent judgments.
21. Operates computer and software programs as related to job responsibilities.
22. Frequent and prolonged standing, walking, sitting.
23. Frequent and prolonged talking/hearing conversations.

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in school buildings although some outdoor supervision is required.
2. This position requires travel between school sites and the district office. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage.)

3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Evenings and/or extended work hours are often required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

TERMS OF EMPLOYMENT:

Current work year is approximately 260 paid days, subject to change.

Salary and benefits as determined by District Board.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

APPLICATION PROCESS:

Interested applicants must apply through our District Office website

at <https://lebanonor.tedk12.com/hire/index.aspx>. Salary as per negotiated agreement. For more information, applicants should contact Superintendent, Jennifer Meckley

at: jennifer.meckley@lebanon.k12.or.us

The district's policy is to provide veterans and disabled veterans with preference as required by law and will require applicants to provide certification⁴ of eligibility for preference, in addition to other requested materials.

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 Office at (541) 259-8949 for additional information or assistance. Speech/hearing impaired applicants may contact the District for help through the Oregon Telecommunications Relay Service by dialing (800)735-2900. Spanish Voice/TTY#: 1-800-735-3896

⁴ See verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the US Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

Lebanon Community School District is an equal opportunity employer.
The District reserves the right to transfer employee to another position and/or site.

Shift Type	Full-Time	Salary Range	\$129,880.00 to \$146,268.00
Salary Code	Salary	Job Category	Administrative
External Job Application	Administrative	Internal Job Application	Internal
Location	District Office	Posting Status	Active
Minimum Qualifications Screening	Oregon Administrative License/In Process		

Job Application Timeframes

Internal Start Date **01/24/2025**
Internal End Date **02/28/2025**

General Start Date **01/24/2025**
General End Date **02/28/2025**

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	4903	Director of School Improvement

Alternate Job Contact

<i>Name</i>	Jennifer Meckley	<i>Title</i>	Superintendent
<i>Location</i>	District Office	<i>Phone</i>	541-451-8458
<i>Email</i>	jennifer.meckley@lebanon.k12.or.us		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Administrator Reference Check
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