



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Diverse Educator Pathway Higher Education Liaison

Department: Human Resources

Location: Washington County Service Center

Reports To: Talent Acquisition Administrator

FLSA Status: Exempt

Bargaining Unit: Licensed NWEA

Compensation: Licensed Salary Schedule

Work Days: 210

Prepared Date: October 2023

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The DEP Higher Education Liaison works with ESD and DEP classified staff and students to promote interest and support progress in becoming a licensed educator. The Oregon Educator Equity Act prompts school districts to mirror the demographics of the students they serve in their workforce. The Liaison assists the districts in achieving this goal by focusing on developing relationships with higher education partners and their teacher preparation programs and supports. In addition, the Liaison collaborates with Northwest Regional ESD (NWRESD) and local colleges and universities to dismantle barriers and increase support in diversifying the educator pathway.

EDUCATION AND EXPERIENCE:

1. At least three (3) years relevant work experience and a bachelor's degree - in-focus area of position (e.g. Education).
2. Experience working in a classroom or education-related work environment.
3. Experience developing and managing projects, implementing programs, and coordinating consultation and data analysis.

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.

1. Develops and maintains a comprehensive knowledge of and communication with various teacher GYO pathways emerging across the state and nation.
2. Works collaboratively and cooperatively with internal and external partners.
3. Successful experience in working with culturally diverse students, staff, families, and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
4. Written and oral communication skills are sufficient to perform essential functions.

5. Proven ability to make decisions independently and use initiative to accomplish sophisticated assignments with general instruction and guidance.
6. Proven ability to exercise judgment and integrity on the job with confidentiality, tact, and diplomacy.
7. Proven ability to organize time and other resources to perform multiple tasks simultaneously.
8. Proven ability to complete work accurately and in a timely manner with attention to detail.
9. Proven ability to work well with others and to provide effective team leadership.
10. Computer proficient in word processing, database and/or spreadsheet applications.
11. Physical and mental attributes are sufficient to perform essential functions.
12. Valid driver's license.

Preferred Qualifications:

1. Bilingual in Spanish and English.
2. Familiarity with Northwest Regional Education Service District antiracist practices.
3. Recent experience in recruitment and/or retention of a diverse workforce.
4. Knowledge of adult learning strategies.
5. Teacher license preferred but not required.

KNOWLEDGE, SKILLS, and ABILITIES

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

A. System Building

- a. Develop strong relationships where all initiatives center on BIPOC and first-generation experiences and participant needs are reflected in the development of processes and procedures developed with local colleges and universities.
- b. Develop and implement a navigation protocol to provide a seamless connection for students, classified staff, and community members to colleges and universities, provide support regarding access, funding opportunities, and other student success topics.
- c. Provide knowledge to internal and external providers and collaborators, or during career planning, regarding program standards that may influence educational pathways not limited to licensing and course advising.
- d. Assists in negotiating agreements with relevant institutions/agencies to expand GYO recruitment and retention resources.
- e. See opportunities for career navigation pathways, make recommendations for effectiveness, continuous quality improvement, and recommend solutions to management.

B. Student, Classified Staff, and Community Members



Northwest Regional Education Service District

- a. Collaborates with Diverse Educator Pathway Coordinator and Pathway Supervisor to find innovative solutions to serve students, classified staff, and community members.
 - b. Collaborate with DEP team and Connectors to coach GYO pathway candidates with information related to teacher pathway steps, including financial aid and scholarship paperwork, selection of classes/programs, balancing study-work-family, and self-advocacy.
 - c. Arrange and facilitate workshop opportunities on resources and teacher preparation programs from local higher education institutions, in collaboration with higher education partners, such as understanding TSPC licensure, navigating community college to university transfer, entry into a teacher preparation program, and any other areas in education facing a critical shortage.
 - d. Support the Diverse Educator Pathway in the recruitment, retention, and support of Diverse Educator Pathway participants, through the relationships built with higher education partners.
 - e. Collaborates with other entities and individuals throughout the state who are engaged in teacher pathway navigator work.
 - f. Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, participating in human resources professional organizations.
 - g. Collect data to advise evaluation, conduct an ongoing review, and revise program efforts to maximize effectiveness and participant success.
 - h. Develop and maintain student records, create data or narrative summary reports.
 - i. Other duties as assigned.
- C. Marginal Duties and Responsibilities:**
- a. Follows and supports district policies and procedures.
 - b. Represents the Diverse Educator Pathway by embodying the mission, vision, and values of the NWRESD.
 - c. Travels during the workday possible (Compensation for mileage provided.)
 - d. Occasionally works beyond the typical workday.
 - e. Maintains regular attendance at work and District activities and demonstrates punctuality regarding deadlines.
 - f. Displays creativity and vision in recommending new tactics and strategies.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners

- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations.
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities.
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority.
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules.
- Work collaboratively with other departments.

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

Required Physical Demands of Essential Functions and Responsibilities:



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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.