

**INTERIM DIRECTOR  
2024-2025 SCHOOL YEAR  
JULY 1, 2024-JUNE 30, 2025  
South Lane School District**

**REPORTS TO: SUPERINTENDENT  
WORK YEAR: Up to 250 days**

**JOB SUMMARY:**

The Interim Director supports the Superintendent and other district directors in carrying out the strategic plan of the district. The position duties may be modified to fit the skills and experiences of the Director.

**LEADERSHIP QUALITIES:**

1. Committed to the pursuit of excellence; demonstrates a willingness to speak honestly, listen openly, and lead purposefully as a District leader and supervisor.
2. Committed to providing innovation and leadership towards reaching extraordinary results.
3. Personal and professional honesty and integrity with strong ethical and moral standards.
4. Visible in the schools and active in the South Lane community as well as the region's larger educational community.
5. Strong interpersonal skills – a team builder and a team player.
6. Innovative and creative problem-solving abilities, engaging others in decision-making, and willing to assume responsibility for decisions.
7. Strong supporter of all staff and students.
8. A strong work ethic.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The person in this position performs some or all of the following tasks. Other duties may be assigned.*

**Instructional Technology**

Supervises Technology Department. Leads efforts to improve the use of technology by teachers and students, which includes leading the Educational Technology committee.

**Educational Supports/Interactions**

Organizes and coordinates educational support that include after-school, summer school, and migrant opportunities. Serves as the district-level contact for student discipline, and also serves as the Expulsion Hearing Officer.

**Early Learning**

Supervises all early learning activities, and maintains a focus on early learning. Supervises the Early Learning Center staff.

**Data Systems**

Maintains a robust data system that provides data to all users. Leads data team, and manages the intersection of district data systems.

**District-Wide Initiatives**

Manages district-wide initiatives (ESEA, CIP, Strategic, Data Systems, Integrated Guidance), and ensures that plans and reports are completed, and that plans are aligned to strategic objectives.

**Supervision**

Supervises 2 building-level administrators, and 4 department supervisors.

**Cabinet Organization**

Reviews cabinet agendas, and ensures that the meeting occurs on a regular basis.

**Community Connections**

Maintains activity in community organizations to promote the SLSD strategic plan, and to create and maintain partnerships.

**Safety**

Coordinates and plans safety efforts for the district.

**MINIMUM QUALIFICATIONS:**

A successful candidate will have district-level administrative experience and hold the appropriate TSPC license. Preference is for on-site work 5 days per week. There is room for some flexibility

**EVALUATION:**

Performance of this job will be evaluated annually or as needed.

**SALARY**

Applicants will be placed according to their previous relevant work experience and on the district salary schedule. The 2024-2025 salary schedule ranges from \$119,419 to \$131,988 for 250 work days.

**APPLICATION PROCESS**

Please submit an application using this link: <https://slane.tedk12.com/hire/index.aspx>. Inquiries or questions are welcome. Contact Brian McCasline, Interim Superintendent by phone (541-767-3583) or email ([brian.mccasline@slane.k12.or.us](mailto:brian.mccasline@slane.k12.or.us)).

**DEADLINE**

Open until filled. For best consideration, submit applications by June 23rd, 2024.

**AN EQUAL OPPORTUNITY EMPLOYER**

South Lane School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. 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 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. 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 as it deems advisable.