



## LAKE COUNTY EDUCATION SERVICE DISTRICT

357 North L Street

Lakeview, OR 97630

Lane Stratton, Superintendent

Phone: 541.947.3371 / 800.997.2361

Fax: 541.947.3373

[www.lakeesd.k12.or.us](http://www.lakeesd.k12.or.us)



### Integrated Programs Liaison

#### Position Goal:

- Provide direct support to component districts in completing the Integrated Programs process and following up with continued required reporting in order to guarantee funding.

#### Duties and Responsibilities:

##### Leadership:

- Provide leadership and expertise to districts around the process, planning, implementation, evaluation, and reporting of an integrated system of academic support
- Provide key leadership in the implementation of the strategic plan
- Develop and nurture a collective regional vision for sustainable student academic improvement
- Convene partners, facilitate meetings and prepare presentations
- Works cooperatively and collaboratively as a team member and supports ESD's organizational goals
- Collaborate with internal colleagues and other regional leaders to implement equity, diversity and inclusion initiatives

##### External Teams/Partnerships:

- Work with school districts to implement district system improvement efforts to increase student academic achievement and reduce achievement and opportunity gaps between student groups.
- Provide skills expertise, training, and capacity building to districts, including technical assistance and coaching
- Serve as a liaison between Oregon Department of Education (ODE) and component school districts
- Attend ODE, CTE and OAESD meetings as necessary when relating to job duties
- Coordinates with individual districts to track due dates and requirements for each initiative and grants
- Travel to all districts and attends meetings as requested

##### Compliance/Monitoring:

- Research, write and support regional districts with required state or federal academic improvement reports
- Prepare and submit reports on progress towards meeting grant and project activities as needed
- Monitor the progress of school performance, student achievement objectives and academic excellence indicators to assure alignment of improvement strategies; direct implementation of revised or new strategies and Common Core State Standards as required
- Ensure compliance with Title IX regulations and other applicable state and federal laws and administrative rules
- Draft or support completion of templates and "boiler plate" language for report tracking and submissions
- Supervise staff and follow ESD evaluation procedures and timelines
- Follow and support ESD policies and procedures

**InMiscellaneous:**

- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Demonstrated leadership and project organizational skills, with the ability to plan for, meet deadlines, and coordinate multiple projects at the same time
- Strong interpersonal skills to allow specialist to work effectively with a wide range of teachers, principals, and superintendents
- Excellent verbal and written communication and critical thinking skills
- Respect and maintain confidential information in all situations
- Ability to be flexible, fluid and comfortable with committee work and a diverse student, teacher and administrative community
- Excellent computer skills
- Ability to exercise tact, diplomacy, independent judgment and aptitude for handling and processing privileged information with professional integrity
- Ability to work effectively with staff, community, and local district personnel
- Ability to work independently
- Ability to develop positive relationships with diverse stakeholder groups

**Supervisor:**

- ESD Superintendent
- Annual evaluation based on job description, agency goals, and personal professional development goals, conducted according to adopted Board policies, state laws, and regulations
- Probationary period is three years consistent with other certified staff

**Qualifications:**

- Bachelor's Degree
- Valid Driver's License
- Background in education preferred, but not required

**Salary and work year:**

- Full time (1.0 FTE)
- Salary \$56,210 - \$85,000, depending on experience and licensure
- 183 day work year with 6 paid holidays
- Public Employees Retirement System contribution paid by the district
- Insurance, tax sheltered spending account, travel, leave, and professional development benefits as enunciated in policy

Reviewed and Approved:

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Applicant

\_\_\_\_\_  
Date

