

Job Opening Announcement & Job Description



MIGRANT PROGRAM DIRECTOR	
Supervisor: Associate Director of Student Success & Learning	Division: Student Success & Learning Location/Assignment: North Central ESD
Salary Range: \$81,453.00 - \$92,157.00 Level 1 \$83,213.00 - \$94,147.00 Level 2 \$84,973.00 - \$96,140.00 Level 3 <i>Salary based on 205-day position</i> <i>Salary range dependent upon experience and expertise</i>	Conditions of work: 210 days - 8 hours/day <i>exempt position</i>

<p>GENERAL DESCRIPTION:</p> <p>This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Migrant Program Director for 29 School Districts within our ESD region. The Migrant Program Director provides oversight and direction for NCESD migrant support staff, including assistance in professional development training to local districts with migrant programs and tracking of required migrant services. Services are designed to improve academic achievement and graduation rates for migrant students through improved instructional planning, assessment practices, family engagement, and other supports. This position is based in Wenatchee, Washington.</p> <p>Qualifications</p> <p>Required:</p> <ul style="list-style-type: none"> • Bilingual (English/Spanish). • Washington State Teaching Certificate. • Experience as a program coordinator and/or teaching position in the public school system for at least the last two years with experience working with migrant students. • Knowledge of the English Language Proficiency Standards. • Experience and comfortable working with multicultural groups of adults and students in rural or remote districts and also migrant/bilingual programs. • Understanding of the challenges facing migrant children and their families. • Effective communication skills, both written and oral, ability to manage, prioritize, and meet deadlines with multiple projects. • High commitment to accomplishment and flexibility in work hours. • Must have good human relations and interpersonal skills, demonstrated ability to work well with others, including school staff and parents of migrant children. • Demonstrated ability to teach adults and facilitate adult learning through coaching and mentoring. <p>Preferred:</p> <ul style="list-style-type: none"> • GLAD trained. • Endorsed in ESL or Bilingual Education; K-8 certificate. • Experience and/or background knowledge in Migrant and Bilingual Program requirements. • Excellent presentation skills with adult learners. Proficient in integrating current technology in classroom instruction and/or professional development situations. <p>Skills, Knowledge, and/or Abilities:</p> <ul style="list-style-type: none"> • Ability to provide oversight and direction to a team focused on meeting the needs of migrant programs in our region. • Knowledge of current research, procedures and best practices in education, curriculum and assessment. • Ability to communicate in writing, email, conversation and public presentations. • Have a valid Washington State Driver's license, reliable transportation, and be willing to travel; occasional evening hours and weekend work required.
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Timeline:

Position opens: February 1st, 2019
Position closes: February 22nd, 2019
Screening & Interviews as soon as possible
Position begins in August, 2019

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:

- Provide oversight & Direction for NCESD Migrant program staff.
- Work collaboratively to develop and present information on the best instructional practices for Migrant and EL Learners.
- Provide training to district personnel on models and best practices for parent engagement in their child's education.
- Provide training to LEA's on strategies for developing effective family literacy.
- Incorporate student leadership and parent leadership strategies into all LEA services as appropriate.
- Coordinate, plan, and present staff professional development to District Migrant Program personnel.
- Assume responsibility for keeping current with the literature, new research findings, and improved techniques in education.
- Work with OPSI to implement leadership models and activities that support academic, project-based and/or community-based endeavors, in coordination with content coordinators, in the areas of math, science, reading and/or writing.
- Represent North Central ESD and WA State Migrant Education Program at curriculum and instruction meetings as assigned.
- Prepare and submit reports on migrant services as required by the State Migrant Department.
- Under the direction of the Associate Director of Student Success & Learning, provide technical assistance to local school district administrators and staff in the development of curriculum and improvement of instruction, including literacy, bilingual education and ESL, to meet the needs of migrant students, including both elementary and secondary levels, credit exchange programs and MSDR liaison.
- Assist districts in assessing the need for, coordinating the planning of, and providing staff development services in special, supplementary curriculum areas including literacy, bilingual education and ESL.
- Assist districts to prepare for program reviews by providing technical assistance prior to reviews.
- Provide follow-up activities to staff development programs including on-site visitations, observations and coaching.
- Assist districts in planning and implementing student needs assessments, diagnosis and instructional programming.
- Prepare and submit reports as requested.
- Cooperate with and provide support to state, regional and local staff in carrying out the objectives of the Washington State Program for Migrant Children's Education.
- Plan, develop and present in-service programs at local, regional, state and national workshops, institutes, and conferences.
- Cooperate with other staff in developing a resources library of instructional materials.
- Represent North Central ESD and the Migrant Education Program at local, regional, state, and national events as requested by supervisor.

Professional Growth and Responsibilities

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.

- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Associate Director Student Success & Learning, Assistant Superintendent or Superintendent.

Physical Demands

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

All completed packets must be submitted on-line and include:

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)
- Sexual Misconduct Form

[Click here to apply](#)