

# Job Opening Announcement & Job Description



Associate Director of SEL and Threat Assessment	
Supervisor: Assistant Superintendent	Division: Student Success and Learning Location/Assignment: North Central ESD Wenatchee serving districts in Chelan, Douglas, Grant and Okanogan Counties
Salary Range: \$110,686.00 to \$129,094.00 <i>Salary dependent on experience and expertise</i>	Conditions of work: 260 days, 8 hours a day <i>Exempt special funded position</i>

**GENERAL DESCRIPTION:**

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Associate Director of SEL and Threat Assessment. With a passion to LEAD, SERVE, and SUPPORT, the Associate Director of SEL and Threat Assessment will be responsible for the development and management of programs integrating student support services and teaching and learning.

**Qualifications - Required:**

- Master's Degree in Education or related field
- K-12 Teaching Experience and/or experience in the educational environment
- 5-7 years of successful experience as a school principal, district office administrator
- Hold or be eligible to hold a valid Washington State Administrative (Principal) Certificate
- Washington State Driver's License.

**Qualifications - Preferred**

- Washington State Counseling certificate or other ESA certificated in related field preferred
- 3 - 5 years of successful counseling or other ESA related field experience preferred

**Skills, Knowledge, and/or Abilities:**

- Organizational management and aspects of building effective teams.
- Entrepreneurship to create innovative programs.
- Current educational initiatives including Washington State Learning Standards, Teacher and Principal Evaluation (TPEP), and ESSA.
- Turnaround school experience preferred.
- Demonstrate effective communication strategies both written and verbal.
- Demonstrate outstanding customer service skills both over the phone and in person.
- Relate and communicate effectively with others.
- Portray positive attitude.
- Understand and carry out oral and written directions efficiently and effectively.
- Demonstrate basic-use skills in software application to include MS Word, MS Excel, MS Outlook, Google.
- Demonstrate familiarity with office and desktop technology, i.e. web browser, scanner, digital camera, LCD projector.
- Exercise confidentiality and display loyalty and integrity.

**Timeline:**

Position opens: May 30, 2019  
 Position closes: June 13, 2019  
 Screening & Interviews as soon as possible  
 Position begins as soon as possible

**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:

- Assist supervisor with identifying regional priorities for services, funding sources and grant writing for learning improvement services that support successful student learning and building capacity of school staff to support the whole child and incorporate highly-effective instructional practices.
- Provide oversight and supervision of professional staff.
- Manage assigned programs including budgets, operations and supervision of pertinent staff.
- Anticipate significant educational needs, trends, regulations and other services for the purpose of communicating changes to school districts related to curriculum, instruction, assessment and school reform.
- Assist in supporting school districts in developing programs and services that support Tier 1, 2, and 3 learners and behaviors.
- Assist school district and schools in change management, data analysis, MTSS, professional learning, and school improvement plans under the regulations of OSPI/OSSI, ESSA and Comprehensive, Targeted 3+, English Learners, SWDs, and Tier I foundational supports.
- Assist in the training of administrators and educators for the purpose of providing processes and techniques in organizing, managing, and enhancing teaching and learning, as well as integrating strategies for learning support and specially/differentiated designed instruction.
- Compile data from a wide variety of sources for the purpose of analyzing issues, conducting root cause analysis, and ensuring compliance with various policies and procedures, and/or monitoring program components.
- Provide leadership in educational services to administration, principals, certificated and support staff with an asset-based approach in order to support diverse student groups and close the opportunity gap.
- Attend regional and statewide meetings as a representative of NCESD 171 as required.
- Advocate for the inclusion of the special needs of all student groups (i.e. English Learners, Migrant Students, and Students with Disabilities).
- Work across agencies, districts, and departments to integrate services and develop collaborative agreements.
- Collaborate with district and state partners to accomplish program objectives.
- Establish and maintain effective working relationships with co-workers, school district staff, administrators, OSPI staff, other ESDs, workshop/conference presenters, board members, students, and the general public.
- Work under limited supervision.
- Perform skilled technical writing for articles, brochures, manuals, web information, workshop synopsis, and employee reviews.
- Plan PBIS training and personalized support for effective implementation across the region.
- Provide principal support and mentoring.
- Provide regional leadership, training and support in level 1 & 2 threat assessments.
- Participate in the counselor network.
- Focus on the whole child, developing programs and services to support the social emotional learning of students and the adults.
- Develop knowledge and skills around leading and teaming with adult learners.
- Organize and follow through on multiple tasks, address concerns as they arise, meet deadlines, and plan ahead to meet future needs and goals.
- Other duties as assigned.

## Professional Growth and Responsibilities

- Meets or exceeds performance expectations in the following areas:
  - a. Competence
  - b. Quality & Quantity of Work
  - c. Attitude
  - d. Flexibility, Innovation & Initiative
  - e. Cooperation with Supervisor/Director & Peers
  - f. 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.
- Participates as a member of the Leadership Team.
- 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

**Physical Demands**

- Frequent travel within the ESD 171 region and state, and occasional out of state travel. Some overnight travel is required.
- Extended or flexible hours as necessary.
- The position requires frequent sitting, standing, stooping, kneeling, walking, and crouching; ability to lift and/or move up to 40 pounds.

**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](#)