

Job Opening Announcement & Job Description



Expanded Education Coordinator

Supervisor: Associate Director, Student Success & Learning

Division: Student Success & Learning

Location/Assignment: Chelan, Douglas, Okanogan & Grant Counties

Salary Range: \$121,075.00 - \$143,921.00 (Level 1)
\$123,635.00 - \$146,962.00 (Level 2)

Salary based on a 260-day position.

Salary range dependent upon experience and expertise.

Benefits:

Insurance benefits - Through the WA State [HCA SEBB](#) program, includes medical, dental, vision, life, & LTD (if hired for more than 79 days)

Retirement - Through the WA State [Department of Retirement Systems](#) (DRS)

Sick Leave - accrued at 8 hours per month

Vacation Leave - Front-loaded, max 20 days per year prorated based on start date

Personal Leave - 3 days per year

[Additional Benefit Information](#)

Conditions of work:

- 260 days per year
- 8 hours/day
- **Exempt** position
- **Certified** position

General Description:

This position is a rare opportunity to join an exciting team. The regional North Central Educational Service District 171 (NCESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Expanded Education Coordinator. The position coordinates and supports implementation of expanded learning initiatives and programs for the NCESD region.

Qualifications:

Required

- Bachelor's Degree
- Valid Washington State Teaching Certification
- Experience in school/district leadership, program implementation, or comparable regional education support, with strong knowledge of how public school systems operate.
- Highly organized and precise, with the ability to manage multiple grantees, competing priorities, firm deadlines, and complex implementation details.
- A strong coach, communicator, and facilitator who can work effectively with Superintendents, Assistant Superintendents, CFOs, site/program leaders, and other district staff.
- Knowledgeable about school district budgeting, financial processes, grant management, contracting, compliance, and the connection between fiscal and programmatic decisions.
- Able to understand how DiscoverWorks and other funding sources intersect with other district initiatives, systems, and local operating conditions and help grantees align accordingly.
- A proactive problem solver and thought partner who can independently address routine issues and recognize when escalation or specialized expertise is needed.
- Highly responsive, collaborative, flexible, and committed to shared project success across organizations and regions.
- Positioned with sufficient organizational authority and access to internal ESD leadership and expertise to coordinate timely support and make appropriate implementation decisions.
- Available for regional travel, technical assistance, convenings, and site visits during key phases of the program cycle.

Preferred

- Project and program management experience
- Grants management experience
- School administrative credentials and experience

Skills, Knowledge, and/or Abilities

- Ability to work independently under broad organizational guidelines to achieve objectives.
- Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.
- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships.
- Demonstrated excellent verbal and written communication skills.
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days.

Timeline:

Position opens: October 27, 2026

Position open until filled

Screening & Interviews after 12 pm on November 3, 2026

Position begins as soon as possible

Note: Employment is contingent upon successful clearance of a Washington State Patrol and FBI fingerprint-based background check and Sexual Misconduct Disclosure from prior school district employment.

NCESD is an Equal Opportunity Employer

Essential Job Responsibilities:

DiscoverWorks Regional Implementation Lead

- Operate as part of one integrated DiscoverWorks implementation team while serving as the primary representative and coordinating the capacity of the NCESD region.
- Serve as the primary regional point of contact for DiscoverWorks applicants and grantees, providing frontline implementation support from recruitment and application through program delivery and closeout.
- Help grantees navigate common statewide requirements within local operating contexts, coordinate the broader NCESD infrastructure needed for success, and escalate issues requiring program-wide decisions or specialized expertise.

Regional Coordination

- Coordinate with NCESD leadership, fiscal/business, contracting/legal, communications, and other regional expertise so grantees experience a coherent support system rather than separate organizational silos.
- Use approved statewide guidance and common tools while helping districts and schools adapt implementation appropriately to local district/community conditions.
- Maintain accurate regional documentation, trackers, and communications; participate in required project-team and regional coordination meetings.
- Serve as a two-way feedback link between districts and schools and the statewide project team, ensuring regional needs, emerging issues, and implementation learning are visible and acted upon

Grant Administration & Fiscal Management

- Coordinate with NCESD fiscal/business office staff to manage grantee contracts, payments, amendments, and required fiscal documentation throughout the grant lifecycle.
- Support applicants in understanding and meeting budget, invoicing, expenditure reporting, and other fiscal requirements; identify and resolve issues in collaboration with internal fiscal staff.
- Review budgets and financial documentation at key points in the program cycle, including application, enrollment adjustments, and closeout, and elevate material compliance or fiscal concerns as needed.
- Track completion of required grant-management documentation, including contracts, data-sharing/privacy agreements, claim/attestation forms, expenditure reports, and payment readiness.
- Support timely disbursement of preliminary, interim, and final grant payments in alignment with enrollment, reporting, and program requirements.
- Maintain coordination between program implementation and fiscal processes so that grantees experience one coherent support structure rather than separate program and business-office systems

Working Expectations

- Participate consistently in statewide/regional implementation meetings and maintain timely communication with grantees and project partners.
- Maintain current and accurate information, documentation, and status tracking within agreed statewide systems.
- Ensure continuity of grantee support during planned absences and periods of high implementation intensity.

Professional Growth and Responsibilities:

- Meets or exceeds performance expectations in the following areas:
 - Lead, Serve, and Support
 - Team Work
 - Problem Solving
 - Communication
 - Adaptability
 - Critical Thinking
 - Time Management
 - Interpersonal
 - Attendance
- Supports and implements NCESD policies, regulations, procedures, and administrative directives; demonstrates loyalty to the NCESD 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 Assistant Superintendent and/or Superintendent

Physical Demands:

- Frequent travel within the NCESD 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:

The North Central ESD is accepting applications for this position online only. To access our online application, please click the link below.

All completed packets must be submitted online and include:

- Resume
- Cover Letter
- Three Professional Reference Contacts

[Click here to apply](#)