

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/21	Principal on Special Assignment Learning Acceleration and Family Engagement	3.13.9
Effective Date	Job Title	Index

PRIMARY FUNCTION:

The Learning Acceleration and Family Engagement Administrator will support the development and delivery of enrichment and accelerated instruction for every student by ensuring students, teachers, and principals have the resources and training needed to excel. The Administrator will also work in collaboration with diverse community-based organizations and parent groups to better understand how resources can be used to address how students and families were impacted by the pandemic. This work will be done with an equity focus that seeks to advance to goal of the school district to become more anti-racist and anti-oppressive.

The Learning Acceleration Administrator will oversee the implementation of the ESSER grant strategies and leverage these resources to address the academic and social-emotional needs of students. Oversight will include ensuring that Salem Keizer Public Schools adheres to all guidelines associated with the ESSER grant and helping coordinate the ESSER resources with other state and federal grants.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

- Follows and maintains knowledge of all District policy(ies) and procedures.
- Demonstrates a commitment to the SKPS strategic plan by developing a thorough knowledge and application of the district Equity Lens and related board policies, participate in staff development, inservices and training related to diversity, equity, and inclusion in the workplace.
- Co-creates innovative programs with staff, students, families, and the community.
- Consults with staff regarding potential uses of funds within the approved allocations.
- Coordinates with Fiscal Analyst to communicate procedures for accessing, approving, tracking, and reporting approved strategies.
- Coordinates with Director of Strategic Initiatives to approve, track, and report progress and effectiveness of approved strategies.
- Collaborates with level directors, department leaders, and other leaders to ensure strategy implementation occurs with fidelity.
- Collaborates with Director of Strategic Initiatives to develop and implement processes for approval of funding for strategies as well as coordination among various departments (Fiscal, HR, Procurement, TIS, Facilities, etc.) to ensure timely implementation of strategies.
- Fosters and maintains internal and external relationships with a diverse group of stakeholders.
- Develops and implements plans and processes for approving innovation opportunities.
- Facilitates cross-functional teams to build consensus around district-wide activities and programs connected to learning recovery, including summer programming, tutoring, extended day, and Saturday school to include partnerships with culturally specific Community Based Organizations and other providers.

- Oversees the development, preparation, and submission of reports required by law or requested by federal, state, and local governmental bodies.
- Demonstrates ability to build a positive culture and develop and maintain collaborative working relationships with employees and the community.
- Other duties as assigned and directed by the supervisor.

RELATIONSHIPS

- Reports to the Director of Strategic Initiatives
- Serves on Instructional Cabinet, MTSS Instructional teams
- Collaborates with classroom teachers, building administrators, level directors, and district leadership
- Works closely with Salem-Keizer Education Association (SKEA) and Association of Salem-Keizer Education Support Professionals (ASK ESP)
- Builds collaborative relationships with key community-based organizations

EXPERIENCE AND TRAINING

Bachelor's degree from an accredited college or university with major course work in public administration, education, or a related field.

Seven plus years of responsible analytical and technical program support experience at least two of which must include program supervision and/or coordination.

Oregon Administrative License

Valid Oregon Driver's License

WORK ENVIRONMENT

Climate controlled office settings and exposure to low noise intensity levels.

PHYSICAL REQUIREMENTS

Frequent reaching, handling, fingering, talking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 20 pounds frequently and 20-25 pounds on occasion. Negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.