

Employment Opportunity

Rosa Iturbide
Human Resources Generalist
509.454.5317
rosa.iturbide@esd105.org

Veronica Naranjo
Human Resources Director
509.454.2858
veronica.naranjo@esd105.org



Notice Of Vacancy

Position: Assistant Director of Student Support
(Internal Applicants Only)
Status: Full-time (260 days, 8 hours per day)
Starting Salary: \$118,313 (annual salary)
Salary Range: \$118,313-\$125,579 (annual salary)
Posted Date: February 27, 2023
Starting Date: April 3, 2023 (anticipated)
Location: Educational Service District 105
33 South Second Avenue, Yakima, WA 98902

Job Description and Qualifications: See below

Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Medical, vision, dental, paid leave benefits and retirement options are available for employees. More information can be found at: <https://www.esd105.org/about-us/human-resources/new-staff-onboarding>.

Deadline to apply: March 8, 2023

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Background Check: All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

Employment: ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

ESD 105 is an Equal Opportunity Employer

POSITION DESCRIPTION

Job Title: Assistant Director of Student Support	Directly Responsible To: Director of Student Support
---	---

The Assistant Director will be responsible for providing leadership in the assigned program area(s) to support the department director in overseeing the department. Duties will include, but are not limited to, prioritizing services based on state and federal requirements, and needs of the ESD 105 region. The director will be responsible for funding, coordination, and evaluation of ESD 105 services under the Director of Student Support.

Essential Job Functions:

- A. Assists the department director in supervising staff which includes scheduling, planning and initiating strategies for performance, training, observing performance, resolving complaints, and hiring.
- B. Assists the department director in performing agency-related activities and supervision.
- C. Provides coordination and support of department meetings in collaboration with the department director.
- D. Assists the department director in performing fiscal management tasks including significant detailed budget management, authorizing purchase orders and contracts, time and effort reporting, and grant administration.
- E. Ensures that goals and objectives are met, budget and policy requirements are satisfied and that data is maintained for evaluation and reports as assigned by the department director.
- F. Reviews and shares fiscal and performance reports with the director on an ongoing basis.
- G. Pursues ongoing professional development by attending conferences, reading, and performing extensive research individually and in cooperation with institutions of higher learning.
- H. Coordinates with outside agencies, representing ESD 105. This includes to attending and representing the ESD at community based groups, including groups and coalitions with city, legal, and social welfare groups.
- I. Makes presentations and attends meetings and conferences on an ongoing basis.
- J. Provides site-based support as determined to be divided by the department director.
- K. Provides support and oversight of department internships.
- L. Provides assistance to school districts and community programs within the ESD 105 region to include the support of developing suicide prevention protocols and other planning for wrap around student support.
- M. Assists in the development and implementation of program strategy and deliverables.
- N. Assists with technical writing such as grants, needs assessments, and other technical writing as assigned.
- O. Works to align the department staff in supporting Multi-Tiered Systems of Support work in the department, the agency, and to school districts.
- P. Helps with the implementation of initiatives to promote diversity, equity and inclusion and help to support staff's growth and understanding of these topics.
- Q. Develops and delivers training under special grants.
- R. This position serves as a lead over coordinators and other staff assigned to them and completes their personnel evaluations.

Other Job Functions:

A. Perform other related duties as assigned.

Qualifications:*Required Education and Experience*

1. Master's Degree in Education, Behavioral Health or a closely related field.
2. An ESA certificate through OSPI.
3. A minimum of three years of experience working in education, preferably at an ESD.
4. Experience working on OSPI projects, in partnership with other ESD partners in the state.
5. Experience working with community stakeholders including social welfare organizations, the juvenile justice system and community coalitions.
6. Experience in supervision.

Preferred Education and Experience

1. Hold a credential in a behavioral health field through DOH.
2. Experience in management of state and/or federal programs.
3. Bilingual/Bi-literate Preferred.

Required Skills, Knowledge and or Abilities

1. Knowledge of MTSS and PBIS principles, mental health and wellness practices, and working with high risk/need students.
2. Knowledge of the field of assignment sufficient to perform completely and accurately the full scope of responsibility in this position description.
3. Knowledge of specific program requirements including pertinent RCW/WAC regulations and the ability to interpret and implement and communicate such.
4. Knowledge of assessment systems and related state accountability systems.
5. Knowledge of Educational Service District goals and objectives and a general understanding of the various departments/components of an ESD.
6. Knowledge of pertinent state and federal requirements and regulations related to grant management and oversight.
7. Knowledge of program administration and budgeting processes.
8. Knowledge of effective leadership and supervisory techniques. Knowledge of various models and research findings.
9. Knowledge of effective teaching and training techniques and demonstrated use of such.
10. Knowledge of organizational development, task management, planning, and facilitation skills.
11. Ability to effectively participate as a team member with other groups or individuals when collaborating on joint projects.
12. Ability to respond to statewide mandates as resources allow.
13. Ability to evaluate the effectiveness of a service delivery model and ability to make recommendations for restructuring or for alternative program design to promote more success.
14. Ability to motivate, direct, mentor and lead department staff members.
15. Ability to organize and follow through on multiple tasks, address concerns as they arise, meet deadlines, and plan ahead to meet future needs and goals.
16. Ability to communicate effectively in both oral and written format.

17. Ability to establish and maintain effective working relationships with co-workers, community partners/stakeholders, other ESD 105 departments, other ESD's, local education personnel, OSPI staff, professional organization members, workshop/conference presenters, vendors, and the general public.
18. Valid Washington State driver's license and willingness to travel.

Physical Demands

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- **Frequent:** (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional:** (i.e. driving, lifting over 10 pounds up to 45 pounds, reaching above the shoulder, use of fax machine)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)

Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)

Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.