



Jefferson County Education Service District (JCESD) JCESD Superintendent Position (part-time, 5-10 hours/week)

Posting Date: February 8, 2021

Closing Date: March 31, 2021

Start Date: July 1, 2021

Description of Organization:

The Jefferson County Educational Service District serves Ashwood School District, Black Butte School District, Culver School District, and Jefferson County School District 509-J as constituent districts. The component districts serve diverse communities across a large rural geographical area. The organization has less than 35 qualified and long-term employees and has experienced directors in place. The Local Service Plan is focused on providing Special Education Services, Technology Services, and Technical Support and Coaching for The Student Investment Act implication within component districts.

Qualifications:

- A minimum of five years' experience in education administration.
- A master's degree with significant hours in the field of education administration.
- A valid superintendent's license.
- Alternatives to the above qualifications, and such other qualifications, as the Board may find acceptable.

Responsibilities:

The superintendent:

- Provides administrative leadership for all ESD operations;
- Recruits and nominates for employment the best qualified and most competent personnel according to description for each position;
- Either directly or through delegated authority, supervises and evaluates all employees;
- Delegates responsibilities to staff and holds them accountable for their performance;
- Formulates policies for consideration by the Board; prepares administrative procedures that are required by the adoption of policies;
- Oversees preparation and administration of the annual budget; functions as clerk of the ESD;

- Consults and confers with officials of component school districts on all matters of common interest;
- Provides, as appropriate and requested, support and services to local school districts;
- Serves as liaison between local school districts, the Oregon Department of Education and other agencies as appropriate;
- Studies possibilities for the ESD to promote and/or participate in consortium programs which may result in savings for the ESD and component school districts;
- Informs and advises the Board about the programs, practices and problems of the district, and keeps the Board informed of the activities operating under the Board's authority;
- Assures ESD compliance with federal and state laws and regulations;
- Represents the ESD to components and to the public;
- Gathers such facts and information as are required by the Board, the budget advisory committee and the boundary committee in the effective and efficient accomplishment of their responsibilities;
- Performs such other functions as directed by the Board.

The superintendent is responsible for all administrative functions of the Jefferson County Education Service District (ESD), including, but not limited to, budgetary functions, personnel functions, relations with component school districts and public relations.

Terms of Employment:

As per negotiated agreement between the Board and the superintendent.

Evaluation:

Annually by the Board.

Application Process:

Interested candidates are required to apply at the following link:
<http://jeffersonco.tedk12.com/hire> to complete our online application which requires including a letter of interest and current resume.

Visit our website at: <https://jcesd.k12.or.us/>
Jefferson County Education Service District is an Equal Opportunity Employer