September 5, 2017

*** INTERNAL AND EXTERNAL POSTING ***

POSITION: Assistant Executive Director of the Center for Great Public Schools

RESPONSIBLE TO: Executive Director

SALARY RANGE: Manager Salary, DOE

REQUIRED DOCUMENTS: Resume, Cover Letter and Application (application found on our website: http://oregoned.org/our-association/employment)

SEND TO: Jobs@oregoned.org

CLOSING DATE: October 22, 2017 or until filled
JOB SUMMARY

Designs, guides and manages the program, staff and activities of the OEA Center for Great Public Schools. The OEA Center for Great Public Schools is a hub of education practice, professional learning, educator leadership development, policy and research within the Oregon Education Association to support the success of each and every Oregon student. Engaging and collaborating with OEA members across the state in the development and leadership of this work is a critical element of this position.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and guides all staff assigned to the Center for Great Public Schools.

2. Designs and implements strategies and programs to promote educator-led innovation in teaching and learning and leadership in bridging education policy and practice.

3. Develops new policies, practices and technologies that promote improvement in teaching, learning and education policies through partnership with the NEA and other state affiliates, Oregon universities and colleges, governmental agencies, and other education and union entities.

4. Supports and engages the OEA Board of Directors in developing education policy and practice policies.

5. Serves as a catalyst, with OEA leaders, members, and staff, to develop and support educational innovation in classrooms, school districts and across the state.

6. Facilitates and supports the development of networks of OEA local affiliates and school districts that are involved in school quality innovation and transformation.
7. Designs and coordinates the delivery of professional learning programs, with a high degree of member involvement and leadership, at both the state and local level. These programs are for use by local affiliates and members.

8. Collaborates in the development of strategies for labor-management collaboration around student learning and professional practice, bargaining and advocacy on instructional issues and professional practice.

9. Collaborates on the development and implementation of community education and organizing around OEA professional practice and school innovation strategies.

10. Designs and implements pre-service programs to link current practitioners with future practitioners through Oregon's colleges of education. Coordinates the work of the OEA Student Member program.

11. Collaborates with other OEA Centers in the development and facilitation of OEA New Member programs.

12. Works in partnership with OEA legislative and lobbying efforts on instructional and education policy issues.

13. Develops relationships and opportunities for member engagement with state agencies whose primary purpose is education policy, practice and school funding issues.

14. Supports the work of the OEA Cabinet for Great Public Schools in setting goals and benchmarks for Center programs that are in alignment with OEA's strategic actions.

15. Guides the use of new technologies for delivery of leadership and professional learning programs to members and OEA staff.

16. Participates in the OEA Management Team and collaborates with OEA Center Directors, OEA Governance and OEA staff on implementation of OEA’s strategic actions.

17. Works with other OEA Center Directors, OEA Governance and OEA staff to develop, deliver and evaluate member and staff education and training programs on a broad range of skills and topics.

18. Performs other appropriate functions as directed by the Executive Director.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge and experience in organizational change and its impact on individuals and groups, including creating and implementing new concepts and systems.

2. Ability to work with people of varied backgrounds to bring about consensus.

3. Substantial experience and demonstrable success in guiding and managing people and building effective work teams in multiple programs and activities.
4. Substantial knowledge of and ability to use technology as an effective tool in programmatic work.

5. Valid driver’s license. Ability to drive for work-related purposes on a regular basis.

QUALIFICATIONS

EDUCATION

• Bachelor’s Degree required, Master’s Degree preferred.

EXPERIENCE

• Substantial experience in public education including experience in educational practice.

• Experience working in or with an education union and its membership.

• Significant background and experience with educator and instructional advocacy.

• Substantial experience in education policy, curriculum development, instructional delivery, educator and staff professional development and adult learning and training.

• Experience working with educational policy-makers at the local, state and national level.

• Experience working with external organizations on educational improvement, innovation and educational policy and practice.

OTHER INFORMATION

SUPERVISORY

• The employee works under the general direction of the Executive Director and is expected to operate with relative independence. This position supervises both Associate and Professional Staff employees working in the center.

WORK ENVIRONMENT

• This position is housed out of the OEA Headquarters office in Portland, Oregon.

• Travel is expected for work-related purposes on a regular basis. A successful candidate will possess a valid Driver’s License and have reliable transportation.

Acknowledgement: