

## **JOB DESCRIPTION**

### **Clackamas ESD**

**POSITION TITLE:** Statewide Coordinator of Chronic Absenteeism

**DEPARTMENT:** Teaching & Learning

**WORK YEAR:** 220 Days

**SUPERVISED BY:** Director of Teaching and Learning  
(Reports to Executive Director of Oregon Association of Education Service Districts)

**ASSOCIATION:** Licensed

### **GENERAL DESCRIPTION OF THE POSITION:**

The Statewide Coordinator of Chronic Absenteeism works with the eight regional ESD consortia designated by the Oregon Association of Education Service Districts and the Oregon Department of Education in implementing the state's plan to reduce chronic absenteeism in Oregon schools.

### **ESSENTIAL FUNCTIONS:**

1. Provides statewide leadership and technical assistance in implementing the state's plan to reduce chronic absenteeism.
2. Coordinates regional chronic absenteeism activities across the state.
3. Establishes and maintains communication between the Oregon Association of Education Service Districts (OAESD) and the Oregon Department of Education (ODE).
4. Convenes regular meetings of regional consortia coordinators and ODE and ensures the timely dissemination of information pertinent to the chronic absenteeism initiative.
5. Collaborates with ODE to support the regional coordinators in the implementation of best practices to reduce chronic absenteeism.
6. Monitors the expenditure of funds distributed to regional consortia and prepares and submits reports to ODE.
7. Oversees and facilitates the collection of data necessary to demonstrate the progress of the initiative to reduce chronic absenteeism.
8. Prepares reports and/or presentations for ODE and the state legislature.
9. Supports regions in the understanding and implementation of the Oregon Equity Lens as it relates to the chronic absenteeism initiative.
10. Develops, coordinates and/or facilitates professional development activities pertaining to reducing chronic absenteeism.

### **ADDITIONAL FUNCTIONS:**

1. Follows and supports ESD policies and procedures
2. Performs other duties as may be assigned
3. Works cooperatively and harmoniously with clients, co-workers, and supervisors
4. Maintains professional and technical knowledge by participating in professional development activities

**MINIMUM QUALIFICATIONS:**

1. Master's degree in public administration, education, business or related TSPC licensure
2. Understanding of Oregon's system of education service districts and how they support local school districts and the Oregon Department of Education
3. Knowledge of the unique characteristics and qualities of various regions of the state
4. Recent successful experience improving school systems
5. Recent successful experience providing technical assistance, coaching and professional development
6. Demonstrated ability to collaborate with others to achieve common goals
7. Demonstrated ability to work with multiple stakeholders and partners
8. Understanding of, and sensitivity to, cultural differences
9. Demonstrated ability to collect, analyze and interpret different types of data
10. Demonstrated ability to compose and produce clear, coherent professional documents
11. Demonstrated ability to facilitate groups in meetings and workshop settings
12. Ability to make decisions independently and to use initiative and judgment in accomplishing tasks following overall policies and objectives
13. Physical and mental attributes sufficient to perform essential functions
14. State-issued valid driver's license

**PREFERRED QUALIFICATIONS:**

1. Successful experience specifically improving school attendance, including understanding and utilization of best practices
2. Experience with multi-tiered systems of support both academically and behaviorally
3. Understanding the connection between improving graduation rates and reducing chronic absenteeism
4. Ability to develop collaborative relationships with community organizations in order to bolster the state's message about the importance of attendance

**WORKING CONDITIONS:**

1. Travel required delivering services in multiple sites during day and week throughout the state
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations

**PHYSICAL JOB TASK REQUIREMENTS:**

The physical requirements checked are essential to successfully performing the duties associated with this position.

## 1. Employee may need to:

Bend:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Climb:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Not At All
Crawl:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Not At All
Drive:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Kneel:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Lift:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Reach:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
(above shoulder)				
Sit:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Squat:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Stand:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Twist:	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Walk:	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All

## 2. Employee may use hands for:

Single Grasping	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Pushing & Pulling	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
Fine Manipulation	<input type="checkbox"/> Continuously	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All

## 3. Employee may use wrists for:

Twisting/turning	<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not At All
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## 4. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Continuously	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Not At All
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## 5. Lifting:

- ☒ Light Work: Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to ten pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

**MENTAL JOB TASK REQUIREMENTS:**

The mental functions checked are essential to successfully performing the duties associated with this position.

**REASONING ABILITY:**

- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

**CALCULATIONS:**

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- Understanding the metric system and conversions
- Fractions, decimals, and percentages
- Statistics, use of graphs
- Advanced mathematics
- ☐ Theoretical application of statistics and complex math

**LANGUAGE:**

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- Reads and interprets complex technical material
- ☐ Ability to speak and understand a second language
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

I hereby indicate by my signature that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_