



Wallowa County Education Service District Job Description

Policy Assurance & Compliance (PAC) Coordinator

General Summary

The PAC Coordinator is responsible for planning, coordinating and implementing Educator Effectiveness, Assessments, and assisting in the coordinating and support of curriculum. In addition, the position is responsible for policies, assurances, and compliance for the ESD and districts in the areas of: Federal Title Programs, BOLI/TSPC Apprenticeship Program, County-wide Professional Development initiatives, Early Literacy, and English as a Second Language Coordinator, as well as overall Integrated Guidance support.

Position reports to the Superintendent.

Performance Responsibilities

- ❖ Provide assistance with implementing newly adopted curriculum, assessment, supplemental programs and coordinating professional development as requested by superintendents.
- ❖ Assessment support including state assessments, benchmarking assessments, and formative assessments, curriculum assessment, and any other supplemental assessments purchased or being implemented within the district.
- ❖ Data management, including EasyCBM, iReady diagnostic, State assessment, and TAG screening.
- ❖ Submission of designated ODE Collections which include; Estimate of Revenues, High Cost Disability, Physical Education Facilities, Physical Education Minutes, Dental Screenings, and ESEA McKinney-Vento Homeless.
- ❖ Provide Curriculum & School Improvement services to districts as directed by the Superintendent
- ❖ Provide grant writing, management & support as directed by the Superintendent.
- ❖ Attend school district staff meetings on request.
- ❖ Attend monthly administrator meetings on request.
- ❖ Serve as liaison/coordinator for the ESD to TSPC for the Apprenticeship Pilot program
- ❖ Coordinate/consult on Federal Title programs
- ❖ Serve as direct Early Literacy support to the Troy SD and consult with other component districts as requested.
- ❖ Work with partners to build/maintain a year-long PD calendar.
- ❖ Serve as county-wide ESOL consultant/Coordinator.
- ❖ Other duties as assigned.

Qualifications

- Oregon Teacher's License with teaching experience.
- Certificate in Educational Administration. Experience preferred.
- Strong reading and communication skills are vital, as is a basic knowledge of all subject areas.
- Strong analytical skills.



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- Must be able to communicate with students, teachers, administrators and school board members to facilitate curriculum selection and other school improvement or instructional initiatives.
- Strong analytical skills are important to evaluate the effectiveness of programs.
- Ability to lift 50 lbs.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the ESD Board and/or the ESD Superintendent.

EVALUATION:

- Performance of this job will be evaluated in accordance with board policy and Oregon law.

Employee Signature

Date

Revised: May, 2024