



INVITES APPLICATIONS FOR:

Projects Assistant, Connected Lane County/Lane STEM

This position is responsible for organizing various Connected Lane County (CLC) and Lane STEM activities and events and provides support to the program director and program staff.

Closing Date	Start Date	Salary
August 22, 2019 Or Until Filled	Upon Selection	\$15.75 – \$22.39 per hour

**One position at 1.0 Full-Time Equivalency (FTE), 220-day calendar.
Grant funded position through June 2021 with the possibility of future funding.**

About Lane ESD

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at www.lesd.k12.or.us

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

About Lane ESD's School Improvement Services

School Improvement Services focuses on improving achievement for all students within our community, through providing high quality professional development, technical assistance, and instructional-based support for educators in 16 Lane County School Districts. Services are provided to educators at all levels from kindergarten through graduation, in all core content areas, and can be designed to meet the collective needs of all districts or differentiated to meet individual district needs.

In addition to services in the core content areas, School Improvement Services also provides training, assistance and coaching in school-wide behavior and interventions, assistance in meeting federal and state requirements, and Title Services (Migrant Education, English Language Learners).

Several programs provide direct student services. Examples include including summer school and after school programs, youth leadership groups, model lessons, outdoor education, spelling contests and science fairs. School Improvement Services collaborates with local districts, higher education and other agencies to provide leadership and support in pursuing and administering grants for the benefit of Lane County's schools and students.

CORE VALUES

Equity ...

we support a respectful work environment and access to educational services to all students

Commitment ...

to district and student success

Leadership...

that is informed, responsive, visionary and planful

Collaboration...

actively engaged with our partners to achieve success

Integrity...

approach our work with ethical actions, making and keeping commitments, courage and humility

Position Available –Projects Assistant, Connected

We are looking for talented, forward thinking, energetic candidates who can support Lane ESD's Vision and Core Values.

Key Responsibilities

- a. Plan, organize and/or oversee assigned Connected Lane County (CLC), and Lane STEM program activities and events.
 1. Communicate with district and partner staff to coordinate student or staff participation, materials.
 2. Communicate with industry partners to coordinate tours and event participation.
- b. Assist the director in facilitating the work of CLC and Lane STEM committees.
- c. Present information on programs and services to groups, as assigned.
- d. Collect and organize program data necessary for project/program development and evaluation.
- e. Prepare state and local reports as required for ODE or funders.
- f. Create and maintain a system for managing program records.
- g. Assist the director in communication, outreach and promotion efforts associated with CLC and Lane STEM, including frequent interaction with partner support staff, administrative or supervisory personnel.
- h. Support program staff with the development of resources, including funding opportunities and community partnerships to support CLC and Lane STEM initiatives.
- i. Support or participate in state forums, meetings, conferences, and trainings. Complete other duties as assigned.

Qualifications

1. High school diploma and two years of successful experience in project or program management is required; with experience in a public school or social services setting preferred.
2. Associates degree in business administration, education, or other related field preferred.
3. Ability to communicate effectively (both orally and in writing).
4. Demonstrated ability to work harmoniously with internal staff, grantors and agency partners required.
5. Demonstrated ability to manage multiple projects.
6. Demonstrated ability to use technology necessary to perform the duties of the job is required.
7. Demonstrated ability to present information to groups, solicit input from groups and summarize information.
8. Ability to understand how data is collected and used to measure progress and make program decisions.
9. Possess a valid Oregon driver's license or ability to obtain within 30 days of employment.

To Apply		
Click	Contact	
https://lesd.cloud.talentedk12.com/hire/index.aspx	(541) 461-8202 hr@lesd.k12.or.us	1200 Highway 99 North Eugene, OR 94702
<ul style="list-style-type: none"> • Applicants must complete an online application available at https://lesd.cloud.talentedk12.com/hire/index.aspx in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access. 		
Application Instructions and Requirements		
<ul style="list-style-type: none"> <input type="checkbox"/> Applicants must complete an official Lane ESD application (see above link) to be considered for this position. <input type="checkbox"/> Applications must include a cover letter, resume, and two letters of reference. <input type="checkbox"/> Only complete applications submitted by 5 p.m. on the closing date will be considered for the position. 		
Terms of Employment		
<ul style="list-style-type: none"> • 1.0 FTE (8 hours per day; 220 day/10 months). This is a grant funded position through June 2021 with the possibility of future funding. Benefits include: health insurance and 8 paid holidays per year. Applicants hired for this position are required to complete fingerprint-based criminal history verification and are responsible for the associated fees. 		
Selection Process		
<p>Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.</p>		

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity