



Now Hiring

Superintendent Executive Officer

Multnomah Education Service District

We Support All Students to Achieve Excellence



ABOUT MESD

Multnomah Education Service District is an educational cooperative that provides a wide variety of programs and services on a regional basis to school districts in Multnomah County and beyond. MESD is one of 19 ESDs in Oregon.

POSITION PURPOSE

To provide leadership and executive-level services to the Board of Directors in various capacities. Responsible for providing leadership for, and general supervision and coordination of, all Multnomah Education Service District (MESD) programs, services and personnel and to directly supervise and coordinate the activities and personnel within the Superintendent's staff per the organizational chart.

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ESSENTIAL LEADERSHIP QUALITIES

- **Trust:** Develop trust among co-workers through honesty and fairness.
- **Communication:** Communicate in an inclusive and collaborative manner.
- **Vision:** Lead with vision and follow-through.
- **Personal Qualities:** Be respectful, caring, and courageous.
- **Management Style:** Be visible, humble, and a team player.
- **Agency-wide perspective:** Be involved in, and supportive of continuous overall improvement of MESD.



EDUCATION & EXPERIENCE

Masters Degree in Educational Administration; ten years of successful administrative experience, with at least five of those years as a superintendent, deputy superintendent, or assistant superintendent. Hold or qualify for Oregon Administrative license with Superintendent endorsement. Education/training and experience in curriculum, instruction, pupil personnel services, and public school administration.

COMPENSATION

The salary range is \$170,000 - \$210,000

RECRUITMENT PROCESS

Tentative Recruitment Schedule

Recruitment Closes: April 5, 2021

Review of Top Candidates: April 19, 2021

Final Interviews: Begin April 26, 2021

***Help Build the Future
of Our Students***

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1. Serve as the Executive Officer of the MESD Board of Directors by:

- a. Prudently exercising the authority granted in Board Policy as applicable to this role.
- b. Communicating effectively with the public and staff about matters regarding the Board
- c. Recommending changes in Board Policy and Procedures as are legally necessary and/or as are in the public interest.
- d. Recommending to the Board courses of action regarding appropriate matters of interest and concern to the operation of the Board.
- e. Effectively completing all such special assignments as are made by the Board and as are appropriate to this role, legal and ethical.

2. Serve as the Chief Administrator of MESD by:

- a. Effectively and efficiently performing all duties specified in Board Policy.
- b. Recommending to the Board courses of action regarding the operation of programs and services.
- c. Recommending courses of action regarding the development of programs and services.
- d. Communicating effectively with the public and staff about appropriate matters regarding the development and operation of programs and services.
- e. Monitoring the legislature and serving as liaison therewith, reporting to the Board on legislative matters, and making recommendations regarding those issues of special impact on ESD's.
- f. Willingness to participate, as approved by the Board, in activities of local, regional, State and/or Federal organizations.
- g. Serving as the liaison with other agencies and boards.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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3. Serve as MESD Budget Officer by:

- a. Effectively and efficiently performing all tasks specified in Board Policy.
- b. Recommending data to the Board relevant to the setting of Board parameters for the budget.
- c. Presenting data to the Board regarding long-range fiscal projections (up to three years).
- d. Communicating effectively with the public about matters relating to the development and adoption of the budget.

4. Serve as Secretary to the MESD Boundary Board by:

- a. Prudently exercising the authority granted in Board policy.
- b. Communicating with all persons directly affected and with the general public regarding the proposed boundary change.

5. Serve as Executive Officer of the MESD Local Contract Review Board (LCRB) by:

- a. Prudently exercising the authority granted in LCRB Policy.
- b. Communicating with affected vendors, local districts, and the general public regarding changes in the rules, and/or requested exceptions to the rules.

6. Serve as MESD Clerk by:

- a. Performing all duties required of this position by law, and specified Board Policy.

7. Maintain a satisfactory attendance record.

8. Use personal safety techniques to avoid exposure and injury to self, students, and other staff.

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Find Us





Make A Difference With Us!

Every student we serve at MESD benefits from a safe and supportive learning environment where they receive personalized education, health, and technology services. We strive to employ an all-inclusive, diverse workforce that reflects our diverse students and families.

Mission

We Support All Students to Achieve Excellence.

Vision

Every student we serve benefits from a safe and supportive learning environment where they receive personalized, creative, equitable, and cutting-edge education, health, and technology services.

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Values



Equity



Health



Learning



Families



Students



Employees



Collaboration

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