



We are pleased to announce that we are seeking qualified applicants for the position of  
**DIRECTOR OF REGIONAL MIGRANT EDUCATION SERVICES**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S): 1** Director of Regional Migrant Education Services  
 40 hours/week, Mon-Fri, 230 days/year

**LOCATION:** High Desert Regional Education Center, Redmond

**START DATE:** July 1, 2022

**SALARY RANGE:** \$83,000 - \$88,000 per year  
 Benefits include family insurance package, vacation, sick leave and paid holidays, generous PERS contribution.

**QUALIFICATIONS: DEFINITION**  
 The Central Oregon Migrant Education Program (MEP) is a federally funded program administered by the High Desert ESD that serves children of migratory agricultural workers and fishers. Migrant Education staff visit local farms and processing plants to identify and recruit eligible migrant children and youth. Advocacy and outreach, interpreting, English as a Second Language (ESL), family literacy, parent empowerment workshops and preschool services, as well as programming for Out of School Youth are also provided. Academic and summer programs for children, preschool through 12th grade, provide extended academic learning in language arts and math as well as health screening and nutritional meals are provided in locations throughout the state. The Director is responsible for program coordination, community relations, budgeting, grant management, hiring and supervising staff and the overall development and continuous improvement of Migrant Education services.

Importantly, we recognize and honor that the qualifications required to excel in this position can come from a range of both professional and lived experiences. In the attached position description we describe what we believe to be important qualifications for a candidate to have while remaining open to the diversity of experiences that can lead to these skill sets. Position descriptions are often presented in a way that leaves qualified candidates feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

Please see attached job description for additional information, qualifications and responsibilities.

**APPLICATION PERIOD:** Closes 5:00pm, Friday, June 3, 2022

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
 Shay Mikalson, 541.693.5604, [shay.mikalson@hdesd.org](mailto:shay.mikalson@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org) or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
 High Desert ESD  
 2804 SW Sixth Street  
 Redmond Oregon 97756  
 Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 5/13/22

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DIRECTOR OF HUMAN RESOURCES

# **DIRECTOR OF REGIONAL MIGRANT EDUCATION SERVICES**

## **Definition**

The Central Oregon Migrant Education Program (MEP) is a federally funded program administered by the High Desert ESD that serves children of migratory agricultural workers and fishers. Migrant Education staff visit local farms and processing plants to identify and recruit eligible migrant children and youth. Advocacy and outreach, interpreting, English as a Second Language (ESL), family literacy, parent empowerment workshops and preschool services, as well as programming for Out of School Youth are also provided. Academic and summer programs for children, preschool through 12th grade, provide extended academic learning in language arts and math as well as health screening and nutritional meals are provided in locations throughout the state. The Director is responsible for program coordination, community relations, budgeting, grant management, hiring and supervising staff and the overall development and continuous improvement of Migrant Education services.

## **Essential Leadership Qualities**

**Trust:** Develop trust among colleagues through honesty and fairness.

**Communication:** Communicate in a clear, inclusive and collaborative manner.

**Relationship Focused:** Show up with humility and courage and keep relationships at the center of all that we do.

**Vision:** Lead with vision and follow through.

**Respect:** Honor the diverse lived experience we each bring.

**Management Style:** Be visible, humble and a team player. Embody servant leadership by leading through relationships and collaborative decision making.

**Regional Perspective:** Be involved in and supportive of overall continuous improvement of High Desert ESD and our local partners.

## **Qualifications**

The Director of Regional Migrant Education Services should possess deep knowledge and proven success implementing all aspects of Migrant Education Programs, grants, ELA and ELL programs, and parental involvement. Ability to manage numerous staff and large budgets as demonstrated by advanced degrees, a TSPC administrative license, OR lived professional experience and knowledge. The Director must have strong interpersonal communication skills, problem solving, networking, program management, and supervisory skills. The Director must have oral and written bilingual skills (Spanish/English). Without significant risk of injury, they must be able to stand and stoop, kneel, crouch, or crawl and at times lift and move up to 50 pounds. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Supervisor/Manager

**Reports To** Assistant Superintendent or Designee

## **Performance Responsibilities**

1. Plan and deliver the implementation of direct service educational project models (Initial Service, School Year and Summer) as determined by the results of documented student/community needs assessments from the Service Delivery Plan and Student Intake forms
2. Provide visionary leadership by envisioning, strategizing and implementing ways to improve services to migrant children and families. Direct the planning, budgeting, design, development, evaluation and reporting for the MEP Grant
3. Monitor data submission from staff, districts, and national data, on the progress of and outcomes for migrants students to inform program evaluation and improvement
4. Oversees data collection and analysis for migrant services providing a variety of reports and updates
5. Assure that all required reports, program evaluations, and budget narratives are submitted per state and federal guidelines
6. Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations
7. Supervise MEP staff, including hiring, training, assigning work, directing work, and evaluating
8. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning MEP, services, operations and activities
9. Represent MEP at local, regional, and state meetings, conferences, in-services, boards, councils, and events
10. Coordinate the Identification and Recruitment (ID&R) component for the region including supervising and evaluating recruitment and staff
11. Coordinate the Out of School Youth (OSY) component for the region including supervising OSY staff, coordinating services and collecting data for the component
12. Provide instructional leadership to school districts to help increase the achievements of migrant students in federal/state funded programs

13. Manage direct program logistics, including inventory and ordering of materials, supplies, location and food services and transportation requests
14. Collaborate with school districts, community organizations, government agencies, parents, students and/or staff
15. Monitors statewide assessments including staff training and provision of relevant data to stakeholders
16. Meet and coordinate with parent representatives to set Regional Parent Advisory Committee meetings, including pre-meetings to establish meeting agendas, and present information to migrant parents regarding services
17. Coordinate the participation of migrant parents for State Parent Advisory Committee (SPAC), parent conferences, local conferences and educational events and activities.
18. Recognize and be open about own strengths and weaknesses; pursue self-development both through informal opportunities and formal study; regularly seek and act on feedback from others
19. Cultivate and model a respectful working and learning environment
20. Effectively present information and respond to questions from groups of managers, clients, customers, and general public
21. Respect and maintain confidential information in all situations
22. Comply with ESD Performance Standards
23. Other duties as assigned

**Terms of Employment** A contract renewable annually by the Board of Directors, under the terms and conditions of the statutes and administrative rules of the State of Oregon, conditioned upon successful evaluations and the employee's maintenance of a current, valid teaching credential. Salary and benefits are established by policy.