

**South Kitsap School District**  
**ASSISTANT DIRECTOR - WEST SOUND STEM NETWORK OLYMPIC PENINSULA**  
**(2022-11B)**

**JOB POSTING**

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**Job Details**

Title	<b>ASSISTANT DIRECTOR - WEST SOUND STEM NETWORK OLYMPIC PENINSULA</b>		
Posting ID	<b>2022-11B</b>		
Description	<b>ASSISTANT DIRECTOR - WEST SOUND STEM NETWORK: OLYMPIC PENINSULA</b>		
<b>Reports To:</b>	Executive Director of STEM	<b>Bargaining Unit:</b>	Non-Rep
Supervisory			
<b>Department:</b>	STEM	<b>Salary Schedule:</b>	NRSU
<b>Employment Type:</b>	Salary	<b>Salary Range:</b>	
\$124,752-\$130,992			
<b>FLSA Status:</b>	Salary	<b>Adoption Date:</b>	
<b>Days per Year:</b>	248 (+12 Holidays) = 260		

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***Belonging is a core value in the South Kitsap School District. We are passionate about building and sustaining an inclusive and equitable learning environment for all students and staff. We actively seek to understand the complex and rich identities of self and others and lean into and engage in courageous conversations. We know the educational environment is enhanced when diverse groups of people with unique ideas come together to learn and grow.***

**South Kitsap Employees Will:**

- *Maintain and enhance a sense of belonging and success for traditionally marginalized populations.*
- *Cultivate and develop inclusive and equitable working relationship with students, families, staff and community members.*
- *Demonstrate understanding of our unique cultures and celebrate differences.*
- *Embrace and actively promote an inclusive and equitable learning environment.*

***In compliance with Governor Jay Inslee’s COVID-19 Vaccination Requirement Proclamation, all prospective K-12 school district employees are required to provide proof of being fully vaccinated against COVID-19, or receive an authorized disability or religious exemption, in order to be considered for employment with South Kitsap School District. If submitting an application, please be prepared to comply with this state mandate as it will be a condition of employment.***

**Comment:**

*This position will begin Summer, 2022, will be located on the Olympic Peninsula, and will be instrumental in collaboratively developing the West Sound STEM Network Olympic Peninsula office. Under the supervision of the West Sound STEM Executive Director, the STEM Assistant Director will provide support for school districts, businesses, military partners, non-profits, and more, staff in the regional West Sound STEM Network community.*

**Summary:** Are you committed to fostering imagination, leadership, and inspiration in our region? Join the innovative West Sound STEM Network team! West Sound STEM Network is a consortium of school districts, workforce development agencies, libraries, military, higher education, non-profits, out-of-school providers, and more—all dedicated to increasing STEM opportunities for youth of all ages. The Olympic Peninsula Assistant Director of West Sound STEM Network will work closely with the Executive Director of STEM Instruction and Outreach/West Sound STEM Network to support programs and Network initiatives. The West Sound STEM Network Assistant Director will develop and manage programs on the Olympic Peninsula that connect area students from multiple districts to local, regional, and global industries through career connected learning experiences. Programs will include CTE support,

internships, job shadowing, job fairs, pre-apprenticeships, appropriate state funded grants, and more. This position is an administrator position with a generous benefits package.

- Assists in providing leadership to the STEM Network and Career Connect Washington team members with responsibility for the initiation and development of career-connected learning opportunities on the Olympic peninsula;
- Provides leadership and support for the location selection and development of the West Sound STEM Network Olympic Peninsula office;
- Identifies potential Career Connect Washington Intermediaries/Program Builders in Jefferson County and Clallam County and provides support to entities wishing to develop these programs;
- Provides leadership to the region for access to postsecondary enrollment and completion on the Olympic Peninsula;
- Collaborates with postsecondary learning institutions, including 2 and 4-year colleges and apprenticeship programs to articulate and increase opportunities for dual-credit and industry-recognized certificates;
- Identifies, develops, and scales opportunities for Olympic Peninsula career awareness, exploration, preparation, and launch in partnership and with K12 partners;
- Co-develops and co-leads STEM and career connected Learning professional development for K12 educators;
- Develops and initiates connections to business for Jefferson County and Clallam County Career and Technical Education programs at the high school, middle school, and alternative school levels;
- Provides leadership across the region to support financial aid completion. This includes supporting school district efforts and community organization efforts;
- Provides and develops systemic technical assistance for financial aid completion, through STEM Network school district points of contact, for career counselors;
- Provides leadership and convenes registered apprenticeship programs, Career Connect Washington Launch programs, and other STEM Network programs;
- Designs and facilitates roundtables with teachers, youth, and industry representatives to engage youth and expose youth to career pathways, especially youth furthest from opportunity;
- Maintains a focus on diversity, equity, and inclusion in program development and implementation;
- Develops strategic partnerships involving business and community-based organizations to leverage resources and opportunities for students;
- Attends and contributes to regional Career and Technical Education Advisories;
- Develops and manages systems for career connected experiences such as job shadowing, work-site learning, mock interviews, internships, worksite tours, teacher externships, and other career-exploration opportunities;
- Ensures that WSSN maintains full compliance with the laws, regulations, grant terms, and SKSD written policies;
- Monitors compliance with relevant policies and regulations;
- Monitors and evaluates the effectiveness of the program offerings, including student participation and staff performance;
- Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities;
- Seeks grants to enhance WSSN initiatives. Applies for grants after coordination with supervisor, sets up grant budget tracking, meets grant periodic and end-of-grant reporting requirements;
- Participates in Network and Career Connect Washington meetings, planning events, and other meetings;
- Generates written communications as directed in a timely and competent manner;
- Performs related work as required and other duties as assigned.

**Skills and Abilities to:**

- Work independently, as a team member, and to make sound judgments within the parameters of the position;
- Analyze information and make recommendations;
- Work creatively and analytically;
- Develop and maintain effective working relationships with other staff, public officials, the general public, and representatives or other agencies;
- Produce high quality work with strong attention to detail and accuracy;
- Meet new challenges with an open mind and an optimistic response;

- Effectively manage/coordinate simultaneous projects, and successfully prioritize multiple tasks;
- Solve problems and make sound decisions;
- Perform multiple technical tasks expertly;
- Read technical information, create and/or compose documents and/or facilitate group discussions;
- Demonstrate knowledge of relevant federal, state, and local laws, codes, rules and regulations;
- Ability to meet and deal effectively with representatives of government, industries, funding sources, and members of the public.
- Ability to prepare and deliver presentations in a clear concise and articulate manner.
- Ability to analyze and organize data as well as to prepare records and reports.
- Ability to understand and interpret complex oral instructions and/or written instructions.
- Knowledgeable in the methods of program development and evaluation.
- Strong oral and written communication skills.

**Competencies:**

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes appropriate feedback; contributes to building a positive team spirit; puts success of team above own interests;

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; conserves organizational resources;

**Computer Skills** - To perform this job successfully, an individual should have knowledge of computer operating systems;

**Customer Service** - Maintains professional demeanor when dealing with difficult or emotional situations; responds promptly to staff, student and public needs; solicits feedback to improve service; responds to requests for service and assistance;

**Mathematical Skills** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals;

**Interpersonal Skills** - Keeps emotions under control; remains open to others' ideas and tries new things; shows respect and sensitivity for cultural differences; promotes a harassment-free environment;

**Oral and Written Communication** - Listens and gets clarification; responds well to questions; participates in meetings; read and comprehend written and verbal instructions; writes clearly and informatively;

**Professionalism** - Approaches other in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments;

**Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality;

**Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly;

**Attendance/Punctuality** - Is consistently at work and on time; arrives at meetings and appointments on time;

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; meets commitments; follows policies and procedures. Ability to work remotely and/or in office.

**Working Conditions and Physical Demands:**

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking and 15% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in varying atmospheric conditions. Work environments during outreach events may include businesses, school districts, and industry worksites.

**Education and Experience:**

- Valid Washington State Program Administrator Certificate, Principal Credential **or** equivalent program supervisory experience.
- Five years of Teaching **and/or** administrative or program supervisory experience.
- CTE knowledge and/or experience with work-based learning knowledge preferred.
- Targeted job-related education that meets the district's prerequisite requirements.
- Background in and knowledge of regional K12, higher education, and workforce needs.

**Clearances:**

- Washington State Patrol and FBI Fingerprint Background Clearance.

**Certificates:**

- Valid Washington State Driver's License required (must be able to fulfill all traveling requirements of this position, including possessing and maintaining a valid license and automobile insurance, when using a personal vehicle for District business).
- First Aid and CPR Certification may be required after hiring.

**Other Requirements:**

- Completed online application (with supporting documents, including two current letters of reference)
- Must be flexible, exhibit a commitment to accomplishment, possess outstanding communication and conceptual skills, demonstrate appropriate and positive relationships, possess a strong professional orientation, and be willing to actively participate in a team environment;
- Demonstrated compatibility with staff, program, and K12 systems;
- Demonstrated commitment to fostering a positive attitude, and safe environment for students, self, and others;
- Ability to multitask;
- Experience managing complex structures to coordinate large numbers of student internships;
- Recognize Labor and Industry laws pertinent to internships with minors;
- Familiar with career pathways;
- Persistence and consistency in communication with businesses and industry partners;
- Excellent oral and written communication;
- Ability to attend occasional evening and weekend meeting or workshops.

Application Procedure: Complete the online application at [www.skschools.org](http://www.skschools.org) and apply to the position(s) to which you are qualified within your online application.

Submitting and completing your online application and applying to open positions ensures immediate availability of your data to our hiring administrators.

PRINCIPALS AND HIRING ADMINISTRATORS CONSIDER ONLY THOSE APPLICANTS WITH COMPLETE AND CURRENT APPLICATIONS.

Positions close at 4:00 p.m. on the final day of posting. Your online application must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-7074 or [skjobs@skschools.org](mailto:skjobs@skschools.org).

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation - including gender expression or identity, marital status,

or the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

The Title IX Officer and Section 504 Coordinator with the responsibility for monitoring, auditing and ensuring compliance with this policy are:

Title IX Coordinator

Compliance Coordinator/ADA

Will Sarett, Executive Director of Human Resources

2689 Hoover Ave SE

Port Orchard, WA 98366

360-874-7074

[sarett@skschools.org](mailto:sarett@skschools.org)

Section 504 Coordinator:

Andrew Cain,

Principal,

2689 Hoover Avenue SE, Port Orchard, WA 98366

360-874-6022,

[cain@skschools.org](mailto:cain@skschools.org)

South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050.

All Employees are required to furnish proof of identity and employment authorization status.

The South Kitsap School District is committed to providing a drug-free, tobacco-free environment for all persons-students, community, and staff.

Any offer of employment with the South Kitsap School District is on a conditional basis pending the successful completion of an FBI and Washington State Patrol fingerprint background check.

*Shift Type*

**Full-Time**

*Salary Range*

**\$124,752.00 - \$130,992.00 / Salary**

*Location*

**Armory**

### **Applications Accepted**

*Start Date*

**07/01/2022**

*End Date*

**07/15/2022**