

Purpose and Instructions

Please complete the following form. Once the form is completed and signed, please return to Human Resources.

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Title		Today's Date
Project Coordinator (Observation and Assessment)		01/19/24
Appointment (9mos. / 12 mos. / Other)	FLSA	
12 mos	Exempt	
Position Type	Work Location	
Full-Time	Hybrid/Remote	
Department/Division	Position Number	
The Research Institute	E80025	
Reports to	Reports to Position Number	
Director, Center on Early Education Support & Innovation	E99982	

SUMMARY

A brief summary of the position here.

The Research Institute (TRI) houses three Centers focused on informing and facilitating change in educational and human service systems to improve the quality of life for all individuals. Funded through external grants and contracts, the Centers conduct programs of research, develop evidence-based interventions that are provided through technical assistance and professional development, and increase system capacity to effect change. TRI was established in 1961 at WOU and has research partnerships throughout Oregon and the nation.

TRI is committed to promoting and supporting an environment which values and affirms equal opportunity, diversity, and inclusive practices. TRI is committed to creating a safe environment to have dialogue with our co-workers, partners and those who receive our services about how to best address the implicit bias that exists. TRI is committed to creating an anti-racist workplace that is fully inclusive by disrupting systemic racism and dismantling barriers for people of color in the workplace.

Project Specialists participate as members of a collaborative team working on a variety of projects within TRI.

Project Coordinators

Project Coordinators participate as a member of a collaborative team within TRI. Project Coordinators have diverse roles across TRI. Each Project Coordinator has specific duties that include some leadership responsibilities and some project tasks and duties. Project Coordinators play a key role in the overall management of programs, projects and/or staff that may include supervision, project management and/or oversight of a small project. Project Coordinators are leaders within the organization and are working at a system level which requires specialized knowledge and skills as well as an ability to navigate change, foresee emergent needs, and manage ambiguity. Project Coordinators are expected to use culturally responsive, innovative best practices across their duties.



JOB DESCRIPTION

TRI staff are expected to engage in continual learning in anti-racism, equity, diversity, inclusion and outreach in order to cultivate equitable practices across all aspects of position duties and participate and engage in efforts to further develop and implement the center, projects and university's equity work and goals.

Project Coordinators

- Work individually and collaboratively in a team environment
- Facilitate, participate and contribute to program and Center meetings.
- Provide technical assistance and/or professional development activities for Oregon's Early Learning System.
- Gain and maintain a working knowledge of Oregon's Early Learning System and initiatives.
- Gain knowledge and apply learned skills to interrupt systemic oppression and lead project staff on challenging bias and supporting diversity, equity and inclusion
- Promote a positive work culture at TRI
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds

Observation and Assessment Project Coordinator

The OA Project Coordinator works with program leadership to ensure program deliverables are met including program planning, reporting, and overall project management strategies. The OA Project Coordinator provides oversight on assigned aspects of the day-to-day operations of TRI's Observation and Assessment (OA) work. The Coordinator provides leadership in the planning, scheduling and completing of TRI's Observations and Assessments. The Coordinator oversees the OA report writing and reliability processes. Project Coordinators are responsible for ensuring that OA data is collected, managed and reported responsibly. The OA Project Coordinator provides culturally responsive supervision to staff on the OA team.

Bilingual staff may be asked to use both languages across all duties and activities as needed. Bilingual staff will provide translation in a culturally responsive manner as needed for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental



JOB DESCRIPTION

45%	Project Coordination: <ul style="list-style-type: none">• Coordination of Assessment processes including reliability, training, scheduling, travel, etc.• Implement systems and standard processes to provide direction.• Collaborate with Spark Director and other Project Coordinators on program leadership, goals and deliverables (assessment completion planning, quarterly reporting, trend reports, etc.).• Oversee day to day operations of OA team.	Essential
40%	Staff Supervision & Support <ul style="list-style-type: none">• Provide support to staff and feedback if necessary.• Regularly meet with staff to ensure project needs are met.• Approve time leave requests and timesheets.• Plan and coordinate OA team meetings.	Essential
15%	Program Implementation <ul style="list-style-type: none">• Completing Observations or Assessments.• Reviewing reports and providing feedback.• Developing and delivering professional development.	Essential
As Needed	<ul style="list-style-type: none">• Participate in TRI leadership meetings and activities.• Participate as a member of the TRI team, work collaboratively with team and contribute to projects and meetings as needed.• Participate and engage in efforts to further develop and implement TRI's equity workplan and goals.• Other duties as assigned.	Incidental

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Qualifications

- Ability to provide culturally responsive supervision to a diverse staff
- Ability to become reliable in required program assessment tools (e.g. CLASS, ITERS, FCCERS, etc)
- Ability to be flexible and adapt to changes and emergent needs
- Ability to manage a variety of tasks and produce high quality work under tight deadlines
- Ability to communicate with a wide variety of individuals and groups, including providers, work team, program personnel, and administrators from diverse backgrounds
- Ability to apply system thinking and attention to detail
- Ability to work independently and as a member of a team



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- Commitment to actively participating in and supporting TRI's anti-racism goals and practices

Preferred Qualifications

- Reliable in CLASS and/or Environmental Rating Scales
- Experience using Assessment tools
- Experience with program management
- Experience providing feedback to people working in classrooms
- Experience working in a variety of child care settings (Head Start, family-based, center, etc.)
- Experience/knowledge in recruitment and retention best practices
- Experience with translation and/or interpretation
- Experience coaching, consulting or providing technical assistance
- Experience working with child care quality standards and quality rating and improvement systems
- Bicultural or multicultural
- Proficient oral and written communication skills in Spanish, Russian, Chinese or Vietnamese
- Experience in adult education and providing professional development
- Experience in the development of curricula, training materials and/or publications

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Education			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Early Childhood Education or related field or a combination of related training/education/certification and minimum of 5 years of relevant professional work experience
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Experience			Type of Experience
Years of Experience	Required	Preferred	
<input type="checkbox"/> No experience			
1-2 years	<input type="checkbox"/>	<input type="checkbox"/>	
3-5 years	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Professional work experience in childhood care and education (birth to age 12) and/or other relevant



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			experience such as home visiting, state or federal government, CCR&R, human/social services, assessment work, or child care licensing
6-8 years	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
9-10 years	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
10+ years	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Early childhood or related field work experience

CERTIFICATES, LICENSES, REGISTRATIONS

(Select all that apply)	Required	Preferred
x None		
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>
Professional license	<input type="checkbox"/>	<input type="checkbox"/>
Registration	<input type="checkbox"/>	<input type="checkbox"/>
Certification	<input type="checkbox"/>	<input type="checkbox"/>
Please specify required professional license(s), registration(s), and or certification(s), if applicable: Click or tap here to enter text.		

SUPERVISION

The practice of oversight given to others. Supervision typically includes directing work activities, counseling, disciplinary actions, hiring, firing, salary actions, performance appraisal, training, etc.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input checked="" type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve	<input type="checkbox"/>



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	absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If supervisor position, please list direct reports to employee:		
<u>Employee(s)</u>	<u>Job Title</u>	

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the PD user guides.

Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Broad Latitude
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$ Click or tap here to enter text.
Grant funding (\$):	\$ Click or tap here to enter text.
Number of Grants:	Click or tap here to enter text.
Foundation Funding (\$):	\$ Click or tap here to enter text.
Number of Foundation Funds:	Click or tap here to enter text.
Agency Funding (\$):	\$ Click or tap here to enter text.

WORKING CONDITIONS

Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying	
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling	
	<input type="checkbox"/> Crouching/ Stooping	<input checked="" type="checkbox"/> Driving	
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use	
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing	
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers	
	<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting	
	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Specific Work Schedule	



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<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
<input checked="" type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
	<input type="checkbox"/> Potential Combative Work Environment	<input type="checkbox"/> Radiation
	<input checked="" type="checkbox"/> Traffic	<input type="checkbox"/> Vibration
	<input checked="" type="checkbox"/> Weather Extremes	

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	Click or tap here to enter text.
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	Click or tap here to enter text.

ADDITIONAL REQUIREMENTS

Background/Education Check: A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

Equal Employment Opportunity: Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.



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We embrace our differences and know that our diverse team is a strength that drives our success.

Accommodation Requests: Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Acknowledgement:	
Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:			
Received by:	Date		
Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
Actions Taken			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFAC <input type="checkbox"/> Electronically Filed			

NOTES: