



Project Specialist, Assessment (Portland Metro) Bilingual

Recruitment #: S2558
Review Date: Immediate review | Open until filled
Department: The Research Institute
Salary Rate: \$63,745 - \$74,613

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital, and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is a Hispanic Serving institution, with over 40% of undergraduates being students of color.

Position Summary:

Assessment Specialist (Portland Metro)

The primary service area for this position is in Multnomah County. Assessment Specialists visit programs in and around the greater Portland area up to three days a week. The primary purpose of this position is to provide assessments/observations in early learning programs using selected assessment tools, including the Environment Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS). Assessment Specialists conduct and score the assessments and write reports. They also provide professional learning and technical assistance (TA) to early learning professionals in Oregon. Assessment Specialists are assigned a primary service area but will also be expected to travel statewide to conduct assessments and provide professional learning/TA. This position requires frequent in-state travel, infrequent out of state travel, and semi-frequent night and weekend work. Bilingual staff may be asked to use both languages across all duties and activities as needed. Bilingual staff will provide translation and interpretation in a culturally responsive manner as needed.

Project Specialists

Project Specialists participate as members of a collaborative team working on a variety of projects within The Research Institute (TRI). Project Specialists provide a continuum of services and products across the early learning system in Oregon. TRI engages in Early Learning and/or Youth Development at the state level which requires specialized knowledge and skills as well as an ability to navigate change, emergent needs and the expectations of system work. Project Specialists are expected to use culturally responsive, innovative best practices across a variety of duties including: program and process development, systems collaboration, change and alignment, program assessment and observation, system communications, leadership and facilitation, and training and technical assistance.

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 Specialist:

- Work collaboratively in a team environment.
- Facilitate, participate in and contribute to project meetings, seminars, workshops and other gatherings as needed

- Provide technical assistance and professional development activities for Oregon's Early Learning system
- Gain and maintain a working knowledge of Oregon's early learning system and initiatives and gaining knowledge and applying learned skills to interrupt systemic oppression and lead project staff on challenging bias and supporting diversity, equity and inclusion
- Effectively communicate with a wide variety of individuals and groups from diverse backgrounds

This position is funded through external grant support. Employment beyond the current funding period is not guaranteed and will depend on the availability of future funding and ongoing performance.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications:

- Bachelor's degree in Early Childhood Education or related field or a combination of childhood care and education training/education/certification and minimum of 5 years of relevant professional work experience
- Ability to become a reliable Assessment Specialist within 6 months of hire and maintain reliability
- Proficient oral and written communication skills
- Ability to take initiative and work independently
- Ability to be flexible and adapt to changes and emergent needs
- Ability to communicate with a wide variety of individuals and groups, including work team, providers, program personnel, and administrators from diverse backgrounds
- Strong organizational skills, attention to detail, and ability to manage a variety of tasks
- Bilingual English/Spanish

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV
4. Unofficial transcripts for your highest degree earned
5. Complete and submit the Reference Check form, [available here](#) along with your application

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.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. 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 would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Desiree Noah at noahd@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the status of this search, we encourage you to regularly visit our careers page at wou.edu/hr/employment/jobs/. Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding and sincerely apologize for any inconvenience this may cause. Thank you for your interest in employment at Western Oregon University.