



Project Specialist, Assessment (Central/Southern Oregon)

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| Recruitment #: | S2615 |
| Review Date: | Immediate review Open until filled |
| Department: | The Research Institute |
| Salary Rate: | \$68,220 - \$79,500 |

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:

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

Assessment Specialist

The primary purpose of this position is to provide assessments/observations using selected versions of assessment tools for early learning programs. Assessment Specialists will:

- Provide assessments/observations for early learning programs using selected versions of assessment tools, including Environment Rating Scales (ERS) and Classroom Assessment Scoring System (CLASS).
- Conduct and score assessments/observations, write reports, and receive feedback as needed.
- Provide professional learning and technical assistance (TA) to early learning professionals in Oregon.

The Assessment Specialist will be 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, occasional 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 for this position.

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: Please ensure your application materials clearly demonstrate how you meet the following:

- Bachelor's degree 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
- Driver's license
- 3-5 year of professional work experience in childhood care and education (birth to age 12) and/or other relevant experience such as home visiting, CCR&R, human/social services, assessment work, or child care licensing
- Demonstrated ability to take initiative and work independently.
- Flexibility and adaptability in responding to changing priorities and emerging needs.
- Strong interpersonal and communication skills, with the ability to effectively engage a wide range of individuals and groups, including team members, providers, program staff, and administrators from diverse backgrounds.
- Excellent organizational skills, with strong attention to detail and the ability to manage multiple responsibilities simultaneously.
- Ability to successfully become a reliable Assessment Specialist within six months of hire and maintain ongoing reliability.

How to Apply: Please upload the following required materials within the application portal.

Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that outlines your qualifications and how they align with 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. Thank you for your interest in employment at Western Oregon University.