



**PORTLAND PUBLIC SCHOOLS - PORTLAND, OR
JOB ANNOUNCEMENT:
DIRECTOR – HIGH SCHOOL PROGRAMS
(DIRECTOR – STUDENT SUCCESS PROGRAMS – OFFICE OF COLLEGE AND
CAREER READINESS)**

Report to the Senior Director of College and Career Readiness. Provide direct assistance to schools in the area of operations and related services; collaborate with the Curriculum Department as needed in the development and implementation of secondary school curriculum. Meet with schools to assure compliance with state standards and District policies and procedures. Provide support to assure that schools are safe and welcoming for all students, staff, parents, and the community.

REPRESENTATIVE DUTIES

- Work closely with College & Career Readiness Senior Director to support high school operations and monitor/advocate for the High School System design implementation and student success initiatives.
- Work with district leadership and the community to ensure a strong educational framework, including Early Response System, college level educational opportunities, and Career Technical Education.
- Support Vice Principals and coordinate VP professional development.
- Provide district level guidance and support for high schools including problem solving with building administrators and review and approve all proposals for new high school level courses (consulting with CTE and Equity Office as needed), forecasting and all course guides.
- Collaborate with principals and district staff in the development of the Common High School Calendar and schedule.
- Set calendar, in consultation with schools, of military and counter military school visits.
- Review and supervise transcribing including graduation waivers and exchange student placements, and graduation services.
- Respond to parent high school concerns/complaints, drug/alcohol and discipline appeals, and problem solve with building administrators.
- Establish and maintain effective working relationships with administrative staff, parents/guardians and the community.
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and improvements to school and business practices with awareness and understanding of their impact in a racially and culturally diverse community.
- Perform other related duties, as required.

CLASSIFICATION AND SALARY

This position is classified as Student Success Programs Director, Pay Grade 43, on the Non-Represented, Confidential

Professional and Management Employees Salary Schedule (SEA-Exempt). New hires are typically placed at top 1: \$99,206.

The Non-Represented Confidential Professional Management and Employees Salary Schedule for 260 day employees can be found here: <https://goo.gl/TLlv3q>

MINIMUM QUALIFICATIONS

Education, Training and Experience:

A Master's degree in Education, Education Administration or Educational Leadership and experience in public education which must have included classroom instruction and a minimum of 3 years of direct experience managing instructional programs.

Essential Skills, Knowledge and Abilities:

- Extensive knowledge of the principles, practices, and current issues in the provision of public education.
- Knowledge of state/federal regulations and accreditation requirements governing public education programs.
- Excellent leadership, supervisory, interpersonal, and communication skills.
- Effective oral and written communication.

HOW TO APPLY: Please visit our website at: <http://www.pps.k12.or.us/2158>

Job# 16095

CLOSING DATE: This job is open until filled. Applications will be reviewed as received. The PPS Human Resources Department reserves the right to make a hiring decision at any point during the posting period.

The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability or perceived disability; or military service. Portland Public Schools is an equal opportunity and affirmative action employer.