



Establish rapport; manage, mentor, guide and monitor assigned staff, students, teams and program designees to facilitate effective programs and processes. "E"

Identify, propose, and implement new programming for athletics and activities for students in grades K-8

Direct, lead and oversee development, writing and submission of grant proposals; establish and maintain personal contact and relationships with grant contacts, conduct research on prospective grants, and maintain a calendar of submissions and other deadlines. "E"

Direct, plan, oversee and coordinate PILYSP for district staff, parents, community organizations and other stakeholders to increase programs support; participate on cross-functional teams, collaboratives, committees and similar partnerships to advocate for PPS students. "E"

Lead programs staff and collaborate with district staff, social services and other public agencies on student issues; develop programs and strategies and facilitate and coordinate internal and external agency opportunities to improve the academic, social and/or emotional needs of assigned students and programs as appropriate. "E"

Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K - 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"

Develop, recommend, approve and implement department budgets; manage budget allocations to ensure appropriate use of resources. "E"

Identify and partner with community stakeholders and businesses to help create leadership opportunities, community service, educational projects, personal growth and similar experiences for students. "E"

Lead and participate in trainings, services, workshops and meetings related to PILSYP; serve on a variety of district and community committees to represent PIL and PILSYP, as assigned. "E"

Supervise the performance of assigned personnel including staff who support middle grade athletics, multiple pathways to graduation activities and athletics and college access coordinators; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. "E"

Create, maintain and distribute a variety of analyses, spreadsheets, records, reports, lists and files of general information and confidential materials. "E"

Perform related duties as assigned.

Report to the end of school day



