

Coordinate and collaborate with a variety of stakeholders to affect positive outcomes.
Monitor and report on individual and group student plans and progress.
Interpret policy and make decisions within a defined set of guidelines.
Communicate clear objectives for assigned programs and activities.
Deliver a high-level of customer service to district students and stakeholders.
Advocate, model, learn and implement Portland Public Schools Racial Equity Initiative.
Research, compile and verify data and prepare reports.
Work with situations and people in crisis and de-escalate conflict.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Assure efficient and timely completion of office and program projects and activities.
Stay current on practices and trends in K-12 public education.
Work collaboratively with a multitude of stakeholders, including parents, caregivers, students, district staff and community partners.
Participate in department, school, district and community meetings.
Read, interpret, communicate and implement a variety of complex laws, guidelines, initiatives and policies.
Maintain confidentiality and demonstrate discretion, initiative and good judgment.
Operate a variety of office machines, technologies and software.

EDUCATION, TRAINING AND EXPERIENCE:

A Bachelor's degree in Education, Counseling, Psychology, Sociology, Criminology, Social Work or related field is required.

Two years working with children and/or adolescents to affect positive academic, social and/or emotional life-skills behaviors is required. Experience serving the needs of a richly diverse student and community population is highly desirable.

Additional years of the required experience which demonstrate the required knowledge and abilities may be considered in lieu of the Bachelor's Degree on a year-for-year basis.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

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