



## Academic Assistant Director Funded Programs

Portland Public Schools (PPS) is seeking talented people from diverse backgrounds and experiences to lead change and inspire PPS students. At PPS, we believe every employee plays a supportive role in our students' achieving success. We hope to attract a talented Assistant Director of Funded Programs who models the core PPS Educator Essentials and is committed to lead and coordinate, through a racial equity and social justice lens, our district's efforts to provide students with additional learning opportunities to accelerate students towards meeting grade level academic expectations and assist in supporting their social emotional wellbeing. To achieve our vision, we are seeking someone who has a demonstrated commitment to curriculum, instruction, assessment, and professional leadership and learning. As a result of the COVID-19 pandemic there is an understanding that education as we know it has changed tremendously in unprecedented ways. It is the charge of educational leaders to begin taking the necessary steps to restore, reconstruct, and re-design education to address the needs of students, families, staff, faculty, and school communities.

The Assistant Director of Funded Programs, will be part of a team that manages the district's use of supplementary funding to accelerate the district's transformational work and help facilitate a multi-year effort to reimagine the experience for students--especially our Black, Indigenous and Students of Color--to thrive and achieve the Graduate Portrait, and propel them toward success. This position will report to the Director of Funded Programs in the Division of Instruction and School Communities and will serve as a strong collaborator across the District to:

- support the implementation of our Strategic Plan
- effectively manage:
  - the Migrant Education Program funding, programming and reporting
  - the Title III funding, programming and reporting in collaboration with our ESL and Research, Accountability and Assessment Departments
  - the Equitable Shares of Titles I, II, III & IV funding, programming and reporting in Portland's 50+ Private Schools
- support and collaborate with other critical programs that provide direct support to students and families, especially our Black, Indigenous and Students of Color within PPS and all of our eligible Private Schools
- support with the alignment and integration of curriculum, instruction and assessments
- continuously improve the use, and oversight, of our supplementary funding and programming districtwide.

The Academic Assistant Director of Funded Programs will also support special projects and initiatives as directed by the Senior Director and Director of Funded Programs. We seek candidates with a demonstrable commitment to racial equity and social justice.

**REPRESENTATIVE RESPONSIBILITIES**

- Collaborate with PPS and private school building administrators, staff, and district stakeholders in the development and implementation of program improvement plans; develop, maintain, and use information systems to track progress on program performance objectives and outcomes.
- Work with department staff, district and school leaders to communicate program goals; align expectations and goals with PPS System Shifts and Strategies; review baseline and progression data to identify and implement strategies for improvement; engage with and confer with a variety of stakeholders to identify implementation activities and regularly review progress; ensure systems which monitor programs progress; regularly assess and refine strategies to meet program goals.
- Direct, lead and oversee development, writing and submission of grant applications and reports; establish and maintain personal contact and relationships with grant contacts and Oregon Department of Education staff, conduct research on prospective grants, and maintain a calendar of submissions and other deadlines.
- Develop, recommend, approve and implement department budgets; manage budget allocations to ensure the appropriate use of resources
- Direct, plan, oversee and coordinate programs for district staff, parents, community organizations and other stakeholders to increase programs' support; participate in cross-functional teams, collaboratives, committees and similar partnerships to advocate for PPS students.
- Support district and school site administrators and staff by developing and deploying policies, procedures and professional development related to assigned programs.
- Perform related duties as assigned.

**LEADERSHIP RESPONSIBILITIES:**

Directs the development, deployment and ongoing management of key initiatives covering multiple major disciplines with direct accountability for results in terms of effectiveness, costs, methods, and employees. Establishes operational objectives and assignments for multiple functional areas and possibly departments. Evaluates recommendations of others, deciding on course of action in ambiguous situations, and oversees the deployment of innovative solutions. Collaborates with senior leadership and PPS department teams to develop strategies and broad departmental objectives; establishes methods, techniques and evaluation criteria for projects, programs and people in the achievement of strategic objectives.

**Knowledge of:**

- PK-12 Education public schools' laws, policies and guidelines related to administration, curriculum and leadership.
- Educational business management skills.
- Effective leadership and management strategies and techniques.
- Budget development and monitoring skills.

- Grant writing, application and reporting processes.
- Collection of and data use methods.
- District organization, operations, policies and objectives.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training and Experience:**

- A State of Oregon issued Administrative License is required at the time of appointment.
- A minimum of three (3) years of Federal grant management experience.
- A minimum of three years of professional K-12 teaching experience.
- Demonstrated knowledge of public school laws and policies as they relate to the delivery of instructional services.
- Demonstrated success working both independently and collaboratively; leveraging different strategies and interpersonal skills to move the work forward.
- Demonstrated ability to communicate effectively, both verbal and in written, with the ability to foster positive working relationships.

#### **Preferred Qualifications:**

- Bilingual Spanish speaker

#### **Special Requirements:**

Work hours will routinely include on- and off-campus evening and weekend activities and meetings and district, school and student functions.

This position may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

### **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** [select one: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions. Work is performed primarily in a standard office environment with occasional visits to District sites. Work is performed primarily in a standard office environment with frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or

standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

**Remote Work Eligibility:** Hybrid

*FLSA:* Exempt

*Approval Date:* October 6, 2022

*Bargaining Unit:* License Administrator

*Salary Grade:* Academic Program Administrator - 260

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; 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 military service (Board of Education Policy 1.80.020-P).*

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*