



---

## **Director - Center for Black Student Excellence & Innovation Studio**

### **BASIC FUNCTION**

Under administrative direction, serve as a centralized integrator of district-wide efforts to improve student success for every Black student. The Center for Black Student Excellence (CBSE) & Innovation Studio Director will serve as a subject matter expert in the culture, history, assets and educational issues of Black students, families and communities in Portland. Represent the district and serve as a liaison to other PPS departments. The director will work with internal and external stakeholders to plan the implementation of the community-wide Center for Black Student Excellence, including the community engagement planning process, internal academic planning and collaborate with the Office of School Modernization's bond planning process to align with the community and academic components of the Center. The director is also responsible for directing staff and services of the Innovation Studio.

### **REPRESENTATIVE DUTIES**

*This description does not describe all duties performed. This summary provides examples of typical tasks performed.*

- Plan, implement and manage a district-wide plan for the Center for Black Student Excellence that aligns with the PPS vision, mission, theory of action, strategic plan and RESJ Plan and Framework.
- Assist in, develop and track program work plans; provide written and oral communications on program and projects' timelines, status, deadlines and completion; create and follow change control procedures and systems, review completed work and work in progress for functionality and advise administration on status of projects and any problems impeding completion.
- Participate in and lead cross-functional teams across departments to ensure student success.
- Work with school communities, culturally specific community partners, and the PPS Office of Accountability & Equity to ensure all Black students are represented accurately in data and understanding of needs, assets, and educational growth and achievement.
- Coordinate with the RESJ Partnership Program to ensure culturally specific services align with the district-wide plan for the Center for Black Student Excellence.
- Coordinate with the RESJ Professional Development program, Professional Learning & Leadership, Teacher Professional Leadership, Office of Teaching & Learning, and Workforce Diversity & Development to ensure culturally appropriate content, materials, and support are provided to school communities and PPS departments.
- Research, analyze and report on best practices to support Black students and ensure continuous improvement throughout the district.
- Develop, deliver, and provide professional development and training to district staff, partner agency personnel, and community groups to ensure program goals and objectives are achieved.
- Develop and implement qualitative and quantitative reporting that documents the district's efforts to ensure Black student success.
- Guide a shared leadership team which reflects diverse perspectives; develop and mentor teachers and teacher leaders; provide leadership in the development of programs and strategies to attain racial, ethnic, and socioeconomic integration, gender equity, and improve human relations among students, educators, parents, community partners, and district stakeholders.

- Work with Black students and families in developing programs and in gathering feedback and improving programming.
- Lead the Innovation Studio, designing opportunities for developing equity-centered solutions; leading the strategy for the Innovation Studio's portfolio, building relational trust with employees, students, community partners and various stakeholders; developing communication and engagement strategies related to the Innovation Studio's portfolio.
- 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 training 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.
- Collaborate with various departments including Community Engagement, Communications, Family Partnerships, and Office of Schools to lead and participate in the development of resolutions to problems and issues raised in community engagement processes that are grounded in their expertise, apprise district leadership of stakeholder opinions and concerns leveraging data, and advise district leadership around pathways forward.
- Ability to collaborate on and facilitate community-powered processes that support decision-making as a result of autonomous advocacy from the community.
- Direct, lead, and oversee the 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.
- Develop, recommend, approve, and implement department budgets; manage budget allocations to ensure appropriate use of resources.
- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Create, maintain and distribute a variety of analyses, spreadsheets, records, reports, lists and files of general information and confidential materials.
- Perform related duties as assigned.

*Note: See the Classification Specification which identifies essential duties required. This is strictly for use in compliance with the Americans with Disabilities Act.*

## **KNOWLEDGE AND ABILITIES**

- Knowledge of Critical Race Theory and Culturally Responsive and Culturally sustaining pedagogy.
- Knowledge of the Black History in Oregon, Portland and the United States; knowledge and understanding of PPS' Black student and family experiences and context.
- Ability to represent the district and serve as a Liaison to the Center for Black Excellence efforts, culturally specific organizations and community leaders in alignment with the values of district and in a professional manner befitting the formality of the role.
- Knowledge and understanding of the OR Department of Education's African American Student Success Plank and ability to integrate key components with PPS vision, mission, theory of action, strategic plan and RESJ Plan and Framework.
- Knowledge of PPS vision, mission, theory of action, strategic plan, RESJ plan and Framework, RESJ Professional Development Framework and PPS' Racial Educational Equity Policy
- Ability to interpret policy and make decisions within a defined set of guidelines.
- Ability to coordinate and collaborate with a variety of stakeholders to affect positive outcomes.
- Ability to Monitor and report on individual and group student plans and progress.

- 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 Initiatives.
- Excellent communication skills, both written and orally.
- Strong facilitation and collaboration skills, ability to work with diversity of stakeholders both internal and external to PPS.
- Work collaboratively with a multitude of stakeholders, including parents, caregivers, students, district staff and community partners. Supervise the work of assigned staff, providing work direction, guidance and training.
- Participate in department, school, district and community meetings.
- Knowledge of Research design methods and assessment techniques.
- Ability to research, compile, analyze and verify data and prepare reports.
- 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.
- Strong project management and organization skills.

### **EDUCATION AND EXPERIENCE**

Education: Bachelor's degree from an accredited college or university, with a major in education social work, communications, management, program administration, cultural studies or related field.

Masters Degree and/or specific training and professional development in African American education preferred. Work experience may be a substitute for a degree.

Experience: Seven (7) or more years of experience working with African American communities in education and related services. Three or more years experience managing staff and teams.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

### **Special Requirements:**

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

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

### **WORKING CONDITIONS**

*The working conditions are outlined in the job classification for the position and 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.*

**Remote Work Eligibility:** Ad-hoc.

---

FLSA: Exempt

Approval Date: March 2022

Classification: Director

Revised Date: May 2024

Job Code 1981

Bargaining Unit: Non-Represented

Salary Grade: 45

Work Year(s): 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.