



STUDENT SUCCESS ADVOCATE - YOUTH SPORTS COORDINATOR

BASIC FUNCTION

Under general supervision, participate in the design, development and implementation and provide direct support of middle school and youth athletic programs; collaborate with the PPS athletic department, school administrators of assigned cluster, students, families, Portland Interscholastic League (PIL), outside agencies, and other district staff and stakeholders to support the coordination of athletic related activities; and track and monitor program effectiveness.

REPRESENTATIVE DUTIES

- Establish rapport; mentor, guide and monitor students, teams and youth athletic program designees to facilitate effective programs and processes.
- Collaborate and coordinate with the District Athletics Office, Student Transportation, and other departments to provide services to youth athletes.
- Plan and facilitate Portland Interscholastic League Youth Sports program (PILYSP) meetings.
- Coordinate facility management for games and practices including practice schedules, setup/breakdown, civic use of buildings permits, and is responsible for being the site liaison during contests.
- Participate in a dialogue with students, parents, school administrators, District Athletics Office to implement and monitor athlete's eligibility including academics, attendance, and sports physicals; may participate on school-based Student Intervention Teams (SIT) for PILYSP participants.
- Communication with HS coaches and youth coaches on a regular basis; coordinate with the District Athletics Office to provide a youth coaches clinic.
- Coordinate and recruit for youth camps and clinics in partnership with the District Athletics Office.
- Conduct regular inventory and ensure proper care and maintenance of athlete uniforms and equipment; coordinate the replacement of necessary uniforms and equipment.
- Provide First Aid and training services including injury follow-up (Healthy Roster) and impact testing football.
- 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
- Participate in training, in-services, workshops and meetings related to assigned activities; serve on a variety of district and community committees as assigned.



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- Create, maintain and distribute a variety of records, reports, lists and files including confidential materials.
 - Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Child and adolescent psychology and behaviors.

Portland Interscholastic League; youth sports.

Conflict resolution techniques.

One-on-one and group facilitation techniques.

Multi-cultural and multi-ethnic communities within and surrounding the PPS boundaries.

Oral and written communication techniques.

Crisis management and intervention theories and techniques.

Report writing and record-keeping methods.

Ability to:

Demonstrate preparation and skill in working with K-12 students from diverse backgrounds.

Perform First Aid.

Build rapport, mentor and guide children and adolescents.

Meet the academic, social and emotional needs of historically underserved youth.

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 School's 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.

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 as a youth sports athletic coach or coordinator 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:

All positions in this classification are required to obtain, and keep current their first aid certification.

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

Some positions in this classification may require variable work hours including evenings and weekends.

Some positions in this classification may require the ability to read, write and speak in a language other than English.

FLSA: Non-Exempt
Bargaining Unit: N/A
Work Year: 202
Salary Grade: 18
(Job code 1933, Student Success Advocate classification)

Approval Date: May 13, 2022

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