



Program Manager Center for Black Student Excellence

BASIC FUNCTION

Under general supervision, responsible for the development, management and implementation of the community co-created Center for Black Student Excellence (CBSE). Serve as a content expert and lead in district wide efforts to improve student success for every Black student. Serve as subject matter expert in culture, history, assets and educational assets of Black students, families and communities in Portland.

The CBSE Program Manager will lead collaboration with internal and external stakeholders to develop and implement the community-wide Center for Black Student Excellence, including developing design and engagement processes, internal academic planning with the Office of Teaching and Learning, and collaboration with the Office of School Modernization's bond planning process to align with the community and academic components of the Center.

REPRESENTATIVE DUTIES

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

- Lead and provide consultancy for cross-functional teams across the organization and community partners to ensure student success and alignment with the vision for the Center for Black Student Excellence.
- In partnership with the cross-functional staff teams, community members and the PPS Innovation Studio, co-design and implement programmatic elements of the vision for the Center for Black Student Excellence that aligns with the PPS vision, mission, theory of action, strategic plan and instructional priorities.
- Develop and manage 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.
- Lead collaboration and communication with cross-functional teams and community members to ensure culturally appropriate content, materials, and support are provided to CBSE school communities.
- Lead efforts to partner with Black students, families, and community members to gather feedback on the CBSE program design and implementation.
- Lead collaboration with internal and external stakeholders in order to make recommendations for the development of resolutions based on feedback from community engagement processes.
- Develop and maintain an accessible communication strategy across multiple channels, including the use of technology solutions to amplify efforts to support Black student success and opportunities for community participation.

- Develop and host community gatherings to improve relations between district staff, families, community members, and community partners in service of Black student excellence.
- Research, analyze and report on best practices to support Black students and ensure continuous improvement throughout the district.
- May administer program budgets, as assigned.
- Direct the performance of assigned staff.
- Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the PPS RESJ Framework and Plan, and the PPS RESJ Partnerships Investment Strategy 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.

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:

- Culture, history, assets and educational assets of Black students, families and communities in Portland
- Effective oral and written communication skills.
- Elements of effective supervision.
- Computer and software technologies.
- Understanding of organizational development and diversity, equity and inclusion
- Best practices and techniques for designing and implementing best practices to ensure racial equity and social justice.
- State and federal laws that pertain to school discipline. School district discipline, substance use, search, and special education policies.

Ability to:

- Demonstrate a deep commitment to racial equity and social justice
 - Lead and work collaboratively with a multitude of stakeholders, including parents, caregivers, students, district staff and community partners to affect positive outcomes.
 - Experience and credibility as a leader in an environment where the ability to influence, work across a complex matrix, and build relationships is critical.
 - Interpret policy and make decisions within a defined set of guidelines.
 - Communicate clear objectives for assigned programs and activities.
 - Demonstrate strong program and project management skills, and ability to operationalize and scale programs.
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- Advocate, model, learn and implement Portland Public Schools Racial Equity Initiatives.
 - Communicate effectively both orally and in writing.

- Strong analytical skills and ability to translate metrics, research, and trends into strategy and improvement opportunities
- Supervise the work of assigned staff, providing work direction, guidance and training.
- Use a variety of technologies and software programs, such as Microsoft Office Suite, Google Suite, PeopleSoft, district payroll systems and other software programs.

EDUCATION AND EXPERIENCE

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

Experience: Three (3) years working with children and/or adolescents to effect positive academic, social and/or emotional life-skills behaviors or one (1) year as a Program Supervisor or two (2) years as a Student Advocate is required.

A Master's degree in one of the identified fields will substitute for one year of experience in a lead or supervisory role.

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

Special Requirements:

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	Classification Revision Date:	May 2017
Classification:	Student Success Program Manager	Job Description Approval Date:	May 24, 2024
Job Code	1914		
Bargaining Unit:	Non-Represented		
Salary Grade:	32		
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.