



**STUDENT SUCCESS PROGRAMS SUPERVISOR
MULTIPLE PATHWAYS TO GRADUATION - ACTIVITIES & ATHLETICS**

BASIC FUNCTION

Under general supervision, lead staff and services in the design, development, implementation and support of activities and athletics for all Multiple Pathways to Graduation (MPG) school and district-wide programs and campuses; ensure compliance with District policies, rules, regulations and performance standards; 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 oversee, identify, and track and monitor program effectiveness; develop, plan, facilitate, and lead staff in implementation of Multiple Pathways to Graduation activities and athletic programs. This position reports to the District Athletic Office.

REPRESENTATIVE DUTIES

- Lead and supervise the development, implementation, and monitoring of activities and athletics for Multiple Pathways to Graduation programs and campuses; develop and implement improvement strategies as appropriate.
- Develop, gather and review a wide variety of records, reports, presentations and related materials to train and assist staff in determining appropriateness and eligibility for Multiple Pathways activities and athletic programs; gather information and supervise staff in the preparation, monitoring and follow-up on process dialogues, agreements and outcomes.
- Develop and monitor program budget.
- Develop and implement strategies and supports to motivate students to develop skills and attitudes that achieve student success; develop and implement plans that meet identified needs and objectives.
- Lead and collaborate with district staff and other external stakeholders to develop programs and strategies to implement student activities and athletics for MPG.
- Conduct regular inventory and ensure proper care and maintenance of activity and athlete uniforms and equipment; coordinate the replacement of necessary uniforms and equipment.
- 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.
- Collaborate with MPG staff, coaches, and district transportation staff to ensure transportation for student activities and athletics including travel arrangements and overnight accommodations for players or athletic teams (and coaches) competing in out of district trips.
- Coordinate with the district athletic office to establish external contracts for MPG activities and athletics.
- Secure event management staff for MPG athletics and activities; submit list of contacted workers for that contest to the event supervisor prior to the event.
- Serve as the point of contact and coordinator for all coaches, site based administrators, and educators for MPG programs.
- Develop and propose new activities and athletic events based on student interest.
- Supervise all functions of MPG programs student activities and athletics.

- Evaluate MPG program student activities and athletic programs annually.
- Complete an evaluation form and hold a conference with all coaches within three weeks after the conclusion of their sport or activity.
- Mediate the resolution of problems, issues, and concerns related to athletic and activities.
- Coordinate with new and existing leagues, programs and organizations that serve MPG students.
- Disseminate MPG and PIL materials to all MPG programs, including player eligibility.
- Collect and maintain on file a properly completed physical card or alternate year physical card for every student participating in athletics.
- Ensure adherence to all district policies, administrative rules, procedures, and codes relating to activities and athletics.
- Coordinate post season award ceremonies including the ordering of letter jackets, distribution of letters, chevrons, captain stars, etc.
- 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.
- Conduct regular inventory and ensure proper care and maintenance of athlete uniforms and equipment; coordinate the replacement of necessary uniforms and equipment; coordinate with the district athletic office and community organizations to attain resources for student participation in activities as athletics (i.e. uniforms, shoes, team swag).
- 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.
- Attend monthly district athletic office meetings.
- Lead and participate in trainings, in-services, workshops and meetings related to assigned activities; serve on a variety of district and community committees as assigned.
- Supervise assigned staff, providing work direction, training and guidance.
- Create, maintain and distribute a variety of analyses, spreadsheets, records, reports, lists and files of general information and confidential materials.
- May interview, select, schedule and evaluate the performance of assigned staff.
- Perform other 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 (2) years working with children and/or adolescents to affect positive academic, social and/or emotional lifeskills behaviors is required. Experience as a youth sports athletic coach or coordinator is required. Three (3) years successful head coaching experience 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: 210
Salary Grade: 24
(Job code 1975, Student Success Programs Supervisor)

Approval Date: June 14, 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