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strategies and supports to motivate program participants to develop skills and attitudes that achieve student success; develop and implement plans that meet identified needs and objectives
Establish rapport; manage, mentor, guide and monitor assigned staff, students, teams and program designees to facilitate effective programs and processes. “
Direct, lead and oversee 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.
Direct, plan, oversee and coordinate programs for district staff, parents, community organizations and other stakeholders”

Crisis management and intervention theories and techniques.
Report writing and record keeping methods.
Computer and software technologies.

Ability to:

Demonstrate preparation and skill in working with K-12 students from diverse backgrounds.
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.
Stay current on practices and trends in K-12 public education.
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.
Read, interpret, communicate and implement a variety of complex laws, guidelines, initiatives and policies.
Maintain confidentiality

Kcf_ 9bj]fcb a Ybh. Work is performed primarily in both an office setting and on a school campus environment with extensive student, parent and public contact and frequent interruptions.

<UnUfXg. Potential conflict situations.

D\mgjWU` 8Y a UbXg. Primary functions require sufficient physical ability and mobility to work in a school office and campus setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying school equipment`
