



JOB ANNOUNCEMENT: ASSISTANT DIRECTOR: NEW TEACHER MENTOR-OTL

BASIC FUNCTION:

Under administrative direction, provide leadership support to Portland Public Schools' New Educator Mentor program; participate in the implementation of the District's Racial Educational Equity Policy ensuring a culture of high expectation which provides every student with equitable access to high quality and culturally relevant instruction; participate in development, implementation, monitoring and evaluation of operational and/or instructional vision and focused plans for assigned programs; participate in the supervision and support of professional educators in program activities; participate in management of operational support activities, staff and budgets.

REPRESENTATIVE DUTIES

- Participate in building and leading a collaborative program team which reflects diverse perspectives.
- Participate in the development, leadership and improvement of the New Educator Mentor program which provides collegial coaching and support to licensed educators and their students.
- Lead and participate in the development and deployment of assigned program improvement plans.
- Develop, maintain, and use information systems to track progress on program performance objectives and excellence indicators.
- Develop and support District initiatives and priorities aligned with implementing assigned program to prepare students to be successful.
- Other duties as outlines in the Classification Specification.

CLASSIFICATION AND SALARY

This position is classified as Assistant Director, on the Licensed (Certified) Administrator Salary Schedule FLSA Exempt. The Licensed (Certified) Administrator Salary Schedule for 260 day employees can be found here: <https://goo.gl/YiEuVS>

For more details, the complete Classification Specification can be viewed here: <http://www.pps.net/page/1194>

MINIMUM QUALIFICATIONS

Education and Training:

- A State of Oregon issued Administrative License is required at the time of appointment.
- 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.

Experience:

- A minimum of three (3) years of experience as a PK-12 school-based educator including a minimum of three (3) years of experience as an academic/educational administrative leader with demonstrated results in improving the academic performance of students is required.

Knowledge:

- Proven record in building, sustaining, and enriching a racially diverse team.
- Knowledge of: K-12 Education public schools' laws, policies and guidelines related to administration, curriculum and leadership.
- District labor organizations and collective bargaining agreements.
- Budget development and monitoring skills. Grant writing and application processes.
- Educational business management skills.
- Research-based culturally-responsive instructional strategies and models for improving instructional practices for all students.
- Effective leadership and management strategies and techniques.
- Collection of and data use methods.
- Academic programs achievement standards which align to district goals.
- District organization, operations, policies and objectives. Existing and emerging technologies, including education, business and internet software applications.

Ability to:

- Welcome and empower students and families, including underrepresented families of color and those whose first language may not be English, as essential partners in student education, school planning and District decision making.
- Manage systemic change and successfully implement reform initiatives that produce significant gains in closing the achievement gap.
- Monitor and evaluate program's progress and modify plans to meet intended outcomes.
- Build a culture of equity that is student centered.
- Direct, supervise and evaluate programs and staff.
- Build and sustain productive relationships.
- Advocate, model and implement Portland Public School's Racial Equity Initiative and board policies.
- Plan and pursue professional development for self and staff members.
- Focus on narrowing disparities between the highest and lowest performing students.
- Learn and implement the PPS Equity in Public Purchasing and Contracting board policy.
- Operate a variety of computer technologies and related hardware and software

Preferred Qualifications:

- Experience working in a richly diverse school community and environment is highly desirable.
- Experience and training using the National Teacher Center coaching strategies and tools including Instructive, Collaborative, Facilitative Models.

HOW TO APPLY: Please visit our website at: <http://www.pps.net/Page/2158>

The District is focused on eliminating systemic racism and its impact on student learning. PPS 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 perceived disability; or military service. Portland Public Schools is an equal opportunity and affirmative action employer.