## PORTLAND PUBLIC SCHOOLS

**Human** by

supporting the development of project goals, expectations, resources and timelines affecting the Office's ability to achieve objectives. Represent executive leadership views for the implementation of projects and program solutions to achieve goals and

communicate expectations in relation to projects.

## **REPRESENTATIVE DUTIES**

The classification specification does not describe all duties attutiess

stakeholder partnerships.

Assist in strategic planning and program management for multiple, competing projects through the prioritization of tasks, alignment of skills and delegation of resources, including technology, staff and funding as directed.

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 business practices with awareness and understanding of their impact in a racially and culturally diverse community.

Perform related duties as assigned.

## **EDUCATION, TRAINING AND EXPERIENCE**

Bachelor's degree in Education, Business Administration, Finance, Public Administration, Organizational Development, Statistics, or a related field

Five (5) years of professional experience in a professional role leading small to medium scale programs and projects, developing and conducting financial analyses, business operations and organizational studies, administering special programs or projects, conducting data analyses, developing policies, program standards and performance metrics, including preparing written recommendations, formal reports and oral presentations or similar activities is required.

A Master's degree in one of the above identified fields will substitute for two (2) years of the required experience.

Leading committees, teams and partnerships and experience working in a richly diverse community and K 12 public education is highly desirable.

WORKING CONDITIONSTff Of Do JUTT 5Tff BEOpment,

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.