

PORTLAND PUBLIC SCHOOLS

Human Resources

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KXPDQ UHVRXUFHV LQIRUPDWLRQ \V\VWHWV LVRHFKQRXORJWHW XDAQG VZWH  
VXSSRUW RSHUDWLRQV VHUYH DV D SDRVHLVQHFGQDSHHJDSMLURQ DROU GH5, 6  
WHFKQRORJLHV WHFKQRORJULKSWLBRGH DQ SUIRQKIDFWPHFRWDERUDW  
IXQFWLRQDO WHDPV WHRPHQVXUH WRSORHNLWLHQVGHDOGHMUVORIDGHDOQG SD  
LQ GHYHORSLQJ DQGRUPEOHMPZKWKQVXSWLYHQVHULQGHKXNIRRUJFHU DQG V  
WKH GLVWULFDQJ HHTXLFDWLRLQVLDWLYHV

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DRSPHQW RIRWRX ~~P~~WRP ~~W~~KSRUWLTXL UHPM QMWD IRIDQG ORFDO 6WDWH DQG IHGH

VDII LQ HWKH SIRXMRUQPHQSFURIFKQVILRQD OG XVDQGHWHLQ VXSSRUW RI WKH +5  
RWRQDSHULDFWLLRQVHDQGDVIZWODVWVULFWV UHJXODU HPSOR\PHQW WHPSRUDU  
KRRO DQG VXEVLWXWH VHGHYHFORSHFQJGLRPHFW DQGHVWSDIHRHQWDWLRQ  
HQW VWDDIQGJWBQLRDUGLVBDWFLJLH DQGEZXWKHGXQWHVQW +XPDQ 5HVRXUFHV  
RSSRUW XQLQLHXP DROU 5HPVRXURFHWKSRXJFH VSHU DWLRQDO DQG LQIRUPDWLRQ  
FKDQJHV OSIDGHDRG SDRVLFXQRFWRRODGOQDMHP DQG FRPPXQLFDWH ZLWK RWK  
HQWV DQGVWHPHJVDUXGLQJSVARFV DQGLJHGXQJDFHGHQWV FRPPXQLFDWH ZLWK  
WPHQW XDBSVRSRLDDWIXUHE'WHP XVDJH 3  
DQG FRRUGLQDWRHRWKH VQWHUJUDVWLWKP RWKXFK DV %HQHILWV )LQDQFH  
, QIRUPDWLRQ 7\$FKQRORJQ [ HDQG P763DUD'V WHPV  
WUDLQLQJ FXUULFXOXP DQG DFRQGXFWHURWSDQJDVGHKXPUDQDHWIRXUFHV  
VLRQ \V\DWLQRQJGQHWV \RWUHQSGDQGH SVRGHGHOWKH QHFHVVDU\ WUDLQLQJ WR  
HHGV

- x &RQIHU ZLWK YHQGRUV XVHUV GHSYHUORPFLQW VVHDIWLDQGDQW/KHYUDV  
DQG V\ VWHP XSJUDGHV UHYLHZLQJ DQGGXHMVVLQURSUEROFHAKVRHWDC  
V\ VWHP LVVXHV GHYHORS WLPH OLQHVDWLRQWKRUFRRPSVHIFMLRQQGR  
FRQWUDFWRUV DQG YHWQRHLW FHLRWORLQHL DGRPSIDQEQEHDQG DF  
FRQWUDFWV FRPSPHLMRHWQVDFHQVWDQGDUGV
- x 0DQDJH VWDII DFWLWLWVHWRDQGV SUHRMVKVDRQV WRQVHUSMUDVCH UH  
UHTXLUHPHQWV DUXGLQQIGDMDGJLVQKHHSRQJW FXGIDWLRQ DQG YDOLG  
SURYLGHV VXSSRUW HQDEE,6 WYQDIJWMBQBRQ IRU LQFOXVLRQ "LQ UHTX
- x 'HPRQVWUDWH D FRPBRWVWQDQGWXRFXKLF 6FKRIRDWLYTHXIEW\GHYHORS  
NQRZOHGJH DQG DSSGLFDWLRQ BDFW BFKL(VXFRVLRQDQDQGTTRWKHU  
SDUWLFLSDWH LQ VWDII GHYHORSPHQWHGLWRHGLYLHFUHWLVQGHVXJDLVQ  
ZRUNSODFH DQG LQRQ± PRGSDSLSURSUGVHWHORHSDUHLRRRPHQG DQ  
LPSURYHPHQWV WR KXPDQ UHVRXUFHV SGHDFWVLEHGZLJWRIDVZDWHUHQH  
DQG FXOWXUDOO\ G'EHYHUVH FRPPXQLW\
- x 6XSHUYLVH WKH SHUIRUPDQFH RI DVVLDQFHG SHUULRQQDQG FLQVWRU  
UHFRPPHQG WUDQVIHUWHWPHDQVWLQPHQWVGRQFLSOLQDU\
- x \$WWHQG DQG SDUWLFRISDRVHLQDQVHUYDHEELQJV D"EGPHHWLQJV
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+5 LQIRUPDWLRQ V\WWHPPSORXPEVQVWDXQG LGHSDRQVPHQVSRUW VHUYLE  
SURYLGHV H[SHUWLHV DQG VHUYYHV DV BQWK[SDUWHFRKQLF DQXODVGSQ  
(PSOR\HHV LQ WKLV FODVVLILFDWLRQWHWLLHW WRSORUHQDQGS GHVHPGR  
WKH GLVWULFQVDFRLODOLFTXQV BXRDFQVH V WXJ DWHJLF 3ODQ

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6FKRRO EXVLQHW DSQRKXPDQ UHVRXUFHV VQIRVZDDWLRQGVDSWELFDWL  
2UDFOH 3HRSOH6RIW WVRXUFRHW KXPDXQHM DQGHFKSDFOLRDLVHVRQV  
0LFURVRIW 2IILFVHURXUHW HQRVGSUHW GQVDS EHVHQVDDWLRQSSORVWVLRQV  
\$GYDQFHG (HFGO/KSHW DSSOLFDWLRQV  
7HFKQLTXHV DQG SULQFLSOHV RI K

ULFW UWFLHV OURFHW X S S F D W L

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0DNH VRXQG DQG UH D V R L Q Q E D F H R G J G F L Q / F L R Q Z L O M K Q F H D V Z V U H B U X G D H W L V R D E V O  
SURFHGXUHV  
'LUHFW PDQDJH DKHGZIRYDNORIDWVWJQHG VWDII  
'HPRQVWUDWH LQW B D Q L W Q Y H Q J W L Q Y L O W P D Q E E R W I K B V S H U O R H G W D V N V  
'HOLYHU D KLJK O H Y V H O U R L F I X W A R R B H V W U L F W V W D N H K R O G H  
\$GYRFDWH PRGHO O H Q W Q R U O G O D P S O B I P E D D E \$ F K I R R O J Q L S V L D W L Y H  
&RPPXQLFDWH HIKHFUWLOQO D O D E B W L Q ZULWLQJ  
\$QDO\]H VLWXDWL D R Q Q / D G F R S W D D Q H G I I H D F W L L Y R H Q F R X U V H R I  
ODLQWDLQ FRQILGHQ W U D O M H W G D V Q G J I D Q E R Q R R G L M M L G J P I H Y H W

(GXFDWLRQ 7UDLQLQJ DQG ([SHULHQFH  
\$ % D F K H O R U J V G H J U R H U H 3 X E O L X F V \$ G P I V Q P D W U R D W L R I G K Q Q R I R J J \ R U U H O D W  
\H D U V R I H [ S H U L H Q F H Z R U N L Q J Z L W K + X P D Q H B W V R Q X G F G H V B B S Q W M U H F M H Q  
O L F U R V R I W ([ F H O D Q G 2 U D F O H 3 H R S O H 6 R R W Y X P D Q D & D S Q W H D O S O D Q D J S H  
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S R V V H V V W K H V N L Q L O L W Q R Z O G H G J H D L M E F K Q W L D W H I R L D W K R Q F R O D M E S L U H G

Special Requirements:

3 R V L W L R Q V L Q W K P L D A F O H T X V L U I H F D K M L R Q B B K W R S P H R E V L R H D Q G S R V V H V V L  
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3 R V L W L R Q V L Q W Q L P D F O R F V D M I L F Q W O E O Z R U N T X L R X H U Y D L I G D O Q G M L Q Q G Y Z H H N H

:25.,1\* &21',7,216

The conditions herein 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. W K E D A O P E L O \$ @ S D L W D P O L V E p € ` P • \ R Q • `