

**PORTLAND PUBLIC SCHOOLS**  
**Human Resources**

**HUMAN RESOURCE DEVELOPMENT**  
 support of aspiring and licensed professional educators and administrators, school support staff,

District on-boarding of new employees, and related Human Resources sponsored trainings; participate in developing, leading, and implementing priorities which sustain a richly diverse, inclusionary workforce and supports the District's racial educational Equity policies and goals.

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*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

Develop, coordinate, track and monitor comprehensive master calendars of Human Resources sponsored staff development and training activities; communicate trainings, calendars and schedules across the District to ensure maximum outreach and participation of target audiences. "E"

Provide logistical support to assigned training programs; locate and arrange for training sites, presenters, equipment, meal service and related services and activities; prepare and distribute program agendas, producing training materials and scheduling training sessions. "E"

Proficient in Word, Excel, PowerPoint, and other software applications strategies (both synchronous and asynchronous) used for online training. "E"

Monitor budgets and prepare payments for services obtained through the Workforce Diversity & Development Department. "E"

Lead, organize, and implement the logistics of University Vouchers in accordance with University Partners and the PPS Payroll Department "E"

Serve as a resource to ensure logistical needs of internal and/or external recruitment events are planned, organized and addressed. "E"

Obtain staff information relating to training requirements of the district, maintains lists and distributes data as appropriate. "E"

Coordinate with the Office of Teaching & Learning, Special Education, IT, Dual Language, Security Services, and/or other departments to determine training needs across the school district "E"

Track, coordinate with IT, and process training attendance and registration for all trainings while utilizing the District's LMS system (Pepper). "E"

Participate, plan, and execute Workforce Diversity & Development support for enhancement of the district's aspiring

educator, administrator and professional educator training and development. "E"

Participate in designing and organizing, manipulating, and summarizing of data and analyzing graphs. "E"

*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*

Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the [PPS RESJ Framework and Plan](#), and the [PPS RESJ Partnerships Investment Strategy](#) 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. “E”

Develop, update and monitor the Human Resources training division website, designated District internal communications sites, approved social media and inter/intranet sites related to division activities; prepare a

