



POSITION ANNOUNCEMENT

Education Director

PORTLAND YOUTHBUILDERS

Portland YouthBuilders (PYB) is a nonprofit, two-year alternative high school and job training program with the mission to support low-income young adults, ages 17-24, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students complete high school with a GED or diploma and develop marketable employment skills by learning to build affordable housing from the ground up or learning to refurbish computers and provide technical assistance to low-income seniors. PYB students have the opportunity to serve as part-time AmeriCorps members and earn an AmeriCorps Education Award.

PYB is deeply committed to continuously working to make our organization a more equitable and just place for both students and staff. As it is written in our [equity statement](#): *At PYB, we believe that communities are strengthened when diversity is honored. We believe we have a responsibility to interrupt and confront inequity. At PYB, we commit to continuously reflect and challenge the ways in which we, as a community, and as individuals, perpetuate inequity. It is not only vital to our students' success but essential to our purpose.*

POSITION SUMMARY

The Education Director serves as the educational leader responsible for implementing and managing the policies, procedures, and services of the academic program to ensure that all students are educated in a safe, supportive, and student-centered learning environment. The Education Director is also responsible for ensuring that the school is in compliance with all regulatory and contractual requirements.

Achieving academic excellence requires that the Education Director works collaboratively to lead and nurture members of the school staff from different departments who are instructing students. The Education Director supervises three academic teachers, a full-time AmeriCorps Member, and the Admissions Coordinator. The Education Director serves on the organization's five-member senior leadership team.

This position requires effective communication with students' support people, members of the community, colleagues in other districts and schools, and funding partners. Key responsibilities for this position include: curriculum development, academic program design and evaluation, personnel management, financial management, emergency procedures, resources management, and scheduling/operational planning.

PYB seeks an Education Director experienced in teaching and learning at the secondary level for at-risk, low-income young people. This position requires a strong commitment to high academic expectations for all students, the ability to support and further the vision of a program that prepares students for success in postsecondary education and work, and a strength in building and maintaining successful partnerships with community organizations, school districts, and postsecondary institutions. The Education Director should have strong facilitation skills and experience with curriculum mapping and development. We are seeking someone who is committed to educational equity and inspired by working with young people from diverse backgrounds who are transforming their lives through learning and service.

People of color are encouraged to apply.

COMPENSATION & BENEFITS

Reports to:	Executive Director
Position Starts:	August 2021
Compensation:	\$65,000-\$80,000 per year
Employment Status:	Regular, Exempt
Benefits:	Seven weeks paid vacation per year- prorated in first year based on length of service (4 weeks, typically in July, 2 weeks in December, and 1 week in March); most state recognized holidays paid, plus 1 personal day per month; \$650 per month contribution to cafeteria plan for health care benefits and/or retirement savings; Life & Long-Term Disability insurance; dynamic environment with great team of students and staff.

AREAS OF RESPONSIBILITY

This position requires expertise in program design, curriculum development, student-centered pedagogy, and culturally and linguistically responsive instructional strategies. The job requires the ability to lead collaboratively, and to create and maintain a school culture that promotes equity where students feel seen, valued, and heard. The Education Director works as a member of the senior leadership team to make decisions that determine organizational values, goals, service design and program delivery.

The essential functions of the Education Director are outlined below.

Curriculum and Instruction

- Serve as the instructional leader and demonstrate leadership skills. Be capable of making tough decisions and leading a cohesive team. Be present and visible to students and teachers around the school.
- Plan, design, implement, and evaluate strategies pertaining to curriculum development and instruction to best meet the needs of students and the educational community.
- Conduct and maintain school's performance evaluation information and its systems to ensure that site goals and objectives are achieved, and that all levels of staff adhere to district, state and federal educational standards and goals.
- Ensure that the academic program is student-centered, engages the learner in tasks that require critical thinking, problem solving and creativity, and that it addresses both the hard and soft skills that students need for success in postsecondary education and training.
- Supervise the academic program of the school by evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and student growth and development.

Student Support

- Manage a positive student behavior system and ensure student discipline is appropriate and equitable.
- Plan, develop, organize, and administer academic support systems which provide optimal educational opportunities for students.
- Confer with instructional support staff in decision making processes, and in the development of alternative approaches to solving educational concerns and issues.

Admissions

- Lead the Admissions Department
- Directly supervise the Admissions Coordinator
- Help design a recruitment and admissions process that ensures PYB is known and accessible to eligible young people, increases the community's knowledge and understanding of PYB, provides a supportive and welcoming

experience for applicants, and ensures that enrollment decisions closely match applicants' needs with PYB's service offerings and contractual obligations

Supervision and Professional Development

- Supervise staff by establishing clear expectations for roles, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
- Support instruction by providing professional development to strengthen staff knowledge, skills, and capacity for eliminating racial and ethnic disparities in achievement; establish instructional systems for monitoring student progress, assessment and accountability to address or mitigate the effects of institutional racism.
- Establish and maintain procedures for the resolution of conflict in an effort to maintain a high level of staff morale.
- Plan, develop, and provide, as required, management reports pertaining to the educational climate and the functions and activities of the school.

Operations

- Establish the master schedule for instructional programs, ensuring sequential learning experiences for students.
- Assist in the development, implementation, interpretation, and administration of policies, rules and regulations, to ensure compliance with relevant educational laws, administrative codes, and regulations.

Data and Continuous Improvement

- Lead school and decision-making process to ensure the development of a comprehensive School Improvement Plan with annual student achievement targets, supported by staff.
- Collect and analyze data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
- Empower students and staff to articulate and implement their goals and ideas.

QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

Required

- Masters of Education
- Valid Oregon TSPC Administrative License or 5 years educational leadership experience
- Classroom teaching experience
- Experience working with low-income and diverse populations

Preferred

- Connected professionally to Portland organizations serving communities of color

Specific Job Skills

- Demonstrated ability to support systemic change and reform initiatives that produce gains in closing the opportunity gap.
- Demonstrated knowledge of research-based instructional strategies and models, including culturally and linguistically responsive teaching.
- Demonstrated proficiency in the use of data to assess student progress and inform instructional practice with a focus on narrowing disparities between the highest and lowest performing students.
- Excellent leadership and organizational skills and the ability to motivate people.
- Willing to engage in conversations about race and challenge institutional racism.
- Highly developed communications skills.
- Ability to manage budgets and implement spending procedures and monitoring.
- Open-minded, honest, flexible, fair and equitable.
- Ability to lead a diverse group of employees.
- Ability to take initiative, prioritize, plan and organize.

- Effective problem prevention and problem solving skills.
- Self-starter and independent thinker.
- Strong commitment to professional growth.
- Capacity to collaborate with colleagues in order to facilitate student success.
- Ability to simultaneously manage multiple projects and meet deadlines.

APPLICATION INSTRUCTIONS

Thank you for your interest in joining the staff at Portland YouthBuilders. We offer a unique selection process designed to give you multiple opportunities to demonstrate your skills and abilities. The length and rigor of our process reflects our commitment to high-quality, data-driven instruction and preparing our students to go to and through postsecondary education and training.

Our selection process entails:

- 1. Application**
 - **Cover letter**
 - **Resume**
- 2. Interviews** - You will be asked to meet with our hiring team(s) for at least two interviews. Please browse our website www.pybpd.org to learn more about our organization in preparation for this interview. You should know about our history and what makes PYB different than traditional public schools. You will also be able to ask us any questions you have at this time.
- 3. Supplemental Questions** – If you are a finalist, you will be asked to submit written responses to questions.
- 4. Possible Demonstration** – If you are a finalist, you may be asked to demonstrate your instructional leadership skills in one of the following ways - conducting a professional development workshop, leading a meeting, teaching a class, etc.

Please email your application (cover letter and resume) to Jill Walters, Executive Director, at jobs@pybpd.org. **Include “Education Director” in the email subject line. We will be reviewing applications as they come in until the position is filled. Please send your cover letter and resume as attachments (Word or PDF).**

Portland YouthBuilders’ mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900

PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders’ students and staff are subject to random drug tests.

- *This project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,500,000 as implemented by the U.S. Department of Labor’s Employment and Training Administration.*
- *This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*



AmeriCorps