

# Classification Description

**Title:** School Partnership Supervisor  
**Department:** Zoo  
**Job Code:** 1336  
**Pay Grade:** 537  
**FLSA Status:** Exempt

**Bargaining Unit:** Non-Represented  
**Established:** 09/2022  
**Revised:**  
**EEO Category:** Professionals

## CLASSIFICATION DESCRIPTION

Supervise, plan, organize and coordinate staff and the educational activities and functions to support the Oregon Zoo's goals and objectives. Responsibilities include program planning and program implementation.

## DISTINGUISHING FEATURES

This is a single unit classification distinguished by the level of focus on administrative and educational programming functions.

## DUTIES AND RESPONSIBILITIES

1. Supervises the daily functions of the educational program within the zoo.
2. Provides supervision by assigning work, evaluating performance and providing training to ensure effective delivery of services.
3. Co-creates, implements and supervises all school partnership programs.
4. Applies co-design models when developing programming while actively seeking out school partnerships to support shared goals and mission.
5. Collaborates with other zoo departments in the development of a school partnership program.
6. Mentors and coaches early career professionals in informal education focused on conservation action messaging, building empathy and nature connection.
7. Lead and support staff in their personal and professional development.
8. Applies a racial equity lens and engaging culturally specific communities in co-creating programs to meet the mission of the zoo program outcomes.
9. Supports work by the Oregon Zoo Foundation and director of education to make each program financially sustainable.
10. Implements regular evaluation and assessments toward program outcomes.
11. Prepares and presents periodic progress reports to supervisor.
12. Utilizes the Zoo's integrated conservation action as a guide to developing school partnership that result in actions taken by students to save wildlife.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
  - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.

## Classification Description

- Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
  - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
  - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
  - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
  - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
  - Works in a safe manner and follows safety policies, practices and procedures.
  - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
3. Performs assigned duties during an emergency situation.
  4. Performs other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Bachelor's degree in a related field and three years of experience working with schools or,
- Associate's degree and five years of experience working with schools or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

#### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of the basics in the Portland public school system.
- Knowledge of supervision best practices and principles.
- Knowledge of computer software programs.
- Knowledge of education principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge of budget preparation and expenditure control.
- Skill in establishing and maintaining effective working relationships with staff, schools and the public.
- Skill in program planning, development, management and evaluation.
- Ability to work collaboratively and engage in creative problem solving with people from diverse backgrounds and job duties and different organizational units.
- Ability to manage, lead, train and motivate staff to participate in and implement sustainable practices.
- Ability to organize work, manage time, prioritize tasks effectively and meet deadlines.
- Ability to communicate clearly, concisely, and effectively in writing and orally with a variety of audiences.

## Classification Description

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- Ability to maintain confidentiality.
  - Ability to perform essential duties and responsibilities.
  - Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
  - Ability to successfully pass the background check and screening requirements if required for the position.
  - Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

### **SUPERVISION RECEIVED**

- Supervision is received from the Education Manager

### **SUPERVISION EXERCISED**

- Full supervisory authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline or to adjust grievances.

### **TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING**

- All standard office equipment, hardware and software is used.

### **WORK ENVIRONMENT**

- Work is partially performed in an office environment, with frequent interruptions and irregularities in the work schedule. Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials may be required. Incumbents may be required to lift and carry up to 40 pounds.
- Work involves regular visits to Portland schools.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.*