



## Special Olympics Pennsylvania Philadelphia Unified Champion Schools Manager

### **About Special Olympics Pennsylvania and the Unified Champion Schools Program:**

Special Olympics Unified Champion Schools (UCS) is an education-based strategy for schools Pre-K through university that intentionally promotes meaningful social inclusion and positive school climate by bringing together students with and without intellectual disabilities to create accepting school environments, utilizing three interconnected components: Special Olympics Unified Sports®, inclusive youth leadership and whole school engagement.

### **About the Philadelphia Unified Champion Schools Manager**

The core work of the Philadelphia Unified Champion Schools Manager is to support socially inclusive schools and create opportunities for students with and without intellectual disabilities in Philadelphia and Bucks County to participate in Special Olympics Unified Sports, Inclusive Youth Leadership, and Whole School Engagement activities. The Philadelphia UCS Manager will be responsible for the continued development and operational success of UCS programming in Philadelphia and Bucks County. The Manager will be a valued member of the SOPA and SOPA Philadelphia teams across school and community programs with primary responsibility in managing school and community partnerships at high-school grade levels in Philadelphia and Bucks County. The UCS Manager will contribute to overall UCS program success as a collaborative team member and manage key external relationships with school districts, including the School District of Philadelphia.

### **Key Responsibilities:**

This position will assume the following responsibilities to support overall Programming department's goals and objectives, specifically in the area of school-based Unified Champion Schools initiatives in Philadelphia and Bucks County. The position will be responsible for major aspects of this project to include but not limited to:

1. Develop and manage relationships with key staff and student leaders at assigned schools; provide them with the resources, direct guidance, and support needed to achieve excellence in the following UCS components to ensure quality outcomes:
  - Interscholastic Unified Sports (IUS)
    - Train coaches and ensure they implement the principles of Unified Sports in their practices and competitions; ensure all Special Olympics PA policies and rules are being followed
    - Provide recruitment strategies and support to ensure a sufficient number of special education and general education students are enlisted and committed to form IUS teams
    - Coordinates and manages IUS events, including trainings, seasonal league-play competition and championship events that afford meaningful engagement and opportunity to develop skills in a select sport with potential to advance to higher levels of competition
      - Collaborate with school and district-level athletic administrators, including the School District of Philadelphia's Division of Athletics, to support integration of IUS programs and events
      - Ensure competition management meets the quality standards established by SOPA, including a sufficient number of well-trained officials and volunteers, enforcement of the rules, knowledge of the protocols, and necessary venue elements
      - Provide all materials and resources for effective and well-managed practices and competitions
  - Inclusive Youth Leadership
    - Work with school faculty liaisons to ensure an inclusive youth leadership club (students with and without intellectual disabilities) has an effective student



- governance structure; articulated goals and planned activities; and an understanding of how to best engage students with and without disabilities
  - Conduct annual Youth Summits encouraging and supporting the above initiatives as well as supporting other Youth Summits in the state as needed
  - Provide guidance and resource support to ensure the UCS program objectives are being met
  - Whole School Engagement Activities
    - Ensure the school is doing a minimum of three school-wide engagement activities led by students which promote education and awareness about inclusion, social justice through sports, anti-bullying, and other school-climate focus areas
    - Provide the necessary guidance, resources, and materials for successful outcomes
    - Have the inclusive youth leadership club conduct these activities with other groups in the school such as the student council
  - School Sustainability
    - Engage the inclusive youth leadership club in a fundraising activity to support UCS such as a Cool Schools Polar Plunge
    - Help develop plans to meet an established goal by enlisting the involvement of other students and groups throughout the school
    - Share registration materials and actively promote ideas and best practices
2. Community Integration
- Create/update resource materials on a yearly basis to include transition between grade levels as well as from school to community program
  - Work with SOPA Regional staff and local program volunteers to develop local transition plans in line with the SOPA Strategic Plan
  - Develop tracking system and report out bi-annually.
3. Fulfill the following additional responsibilities for Special Olympics PA and UCS:
- Grant reporting
    - Manage monthly UCS grant report
  - Expense/Budget management
    - All expenses will be filed with SOPA and appropriate grants
  - Other duties as assigned

### **What SOPA is Looking For:**

This is an extraordinary opportunity for an individual with team and program leadership experience to grow and further develop a proven program. Specific requirements include:

- Three to five years of experience required; previous experience in a team management and/or supervisory role with successful experience motivating, leading, and engaging school staff, teachers and students is strongly preferred
- Demonstrated results in managing through complex systems and achieving goals through collaboration with strategic partners; experience working in or with a comprehensive school system; the ideal candidate has previous experience working with the School District of Philadelphia
- Experience with program development and program evaluation; the ideal candidate has a background in inclusive sports, health and physical education
- Minimum of a BA with professional background in education and/or school and community programming
- Personal qualities of integrity, inclusivity and a commitment to and passion for the mission of Special Olympics PA
- Excellent presentation and communication skills, both verbal and written
- Strong computer skills, proficient in use of Microsoft Office software



- Criminal history check and fingerprinting is required of all SOPA employees during the course of their employment. Your employment is conditional, pending the results of the background check.
- Must be fully vaccinated for COVID-19 (i.e., at least 2 weeks after last dose) and, if hired, present proof of vaccination by start date.

**Relationships:** The Philadelphia Unified Champion Schools (UCS) Manager reports to the Director of the Philadelphia program; works with the UCS team to implement UCS strategy within Philadelphia and Bucks County; collaborates with school district leadership.

**Location:** primary work location will be SOPA-Philadelphia office with regular travel and work across Philadelphia schools and administrative offices.

Serious applicants should provide a cover letter, resume, and salary requirement.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

#### ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join "The Inclusion Revolution," visit [www.specialolympicspa.org](http://www.specialolympicspa.org).