



Unified Champion School Manager – Western Region

Department: Programming

Relationships:

- The Unified Champion School (UCS) Manager for the Western Region reports to the UCS Director.
- Supports all assigned schools, developing interpersonal relationships within each school building.
- Potential to supervise UCS Coordinator stipend position(s).
- Supports Senior Advisor for Unified Sports and UCS team.

Location: This position will be located in the SOPA office in Pittsburgh, PA. Remote work location is negotiable but must be located in western Pennsylvania.

Position Summary

The Unified Champion Schools (UCS) Manager position will play an important role in supporting and managing school-based inclusion programming in the western region of Pennsylvania and lead school to community transition efforts throughout the state. Additionally, this position will assist with meeting overall Special Olympics Pennsylvania (SOPA) strategy goals and objectives. This individual will work directly with teachers, coaches, student leaders, and administrators in assigned schools and help them manage quality UCS programming. This consists of Interscholastic Unified Sports (IUS), interscholastic school teams composed of students with and without intellectual disabilities who train and compete together as equal peers; collaborative inclusive youth leadership and whole school engagement activities designed to promote awareness, education, and acceptance.

Key Responsibilities:

This position will assume the following responsibilities to support the overall Programming department's goals and objectives specifically in the area of school-based Unified Champion School initiatives. This 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:
 - a. Interscholastic Unified Sports (IUS)
 - i. Train coaches and ensure they implement the principles of Unified Sports in their practices and competitions.
 - ii. 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.
 - iii. All Special Olympics PA policies and rules are being followed.
 - iv. Competition management meets the quality standards established by SOPA. This includes a sufficient number of well-trained officials and volunteers, enforcement of the rules, knowledge of the protocols, and necessary venue elements.
 - v. Provision of all materials and resources for effective and well-managed practices and competitions.
 - vi. Collecting the required paperwork and entering data and information into the SOPA data base.
 - b. Inclusive Youth Leadership

- i. Work with the school faculty liaison 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.
 - ii. Provide guidance and resource support to ensure the UCS program objectives are being met.
 - c. Whole School Engagement Activities
 - i. Ensure the school is doing a minimum of two and preferably 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.
 - ii. Provide the necessary guidance, resources, and materials for successful outcomes.
 - iii. Have the inclusive youth leadership club conduct these activities with other groups in the school such as the student council.
 - d. School Sustainability
 - i. Engage the inclusive youth leadership club in a fundraising activity to support UCS such as a Cool Schools Polar Plunge.
 - ii. Help develop plans to meet an established goal by enlisting the involvement of other students and groups throughout the school.
 - iii. Share registration materials and actively promote ideas and best practices.
2. Transition - State
 - a. Create/update Transition resource materials on a yearly basis to include transition between grade levels as well as from school to community program.
 - b. Work with SOPA State/Regional staff and local program volunteers to develop local transition plans in line with the SOPA Strategic Plan.
 - c. Develop tracking system and report out bi-annually.
3. Fulfill the following additional responsibilities for Special Olympics PA and UCS:
 - a. Grant reporting
 - i. Manage monthly UCS grant report.
 - b. Expense/Budget management
 - i. All expenses will be filed with SOPA and appropriate grants.
 - c. Other duties as assigned

Qualifications:

- Project management experience with proven ability to work and collaborate in diverse environments; ability to multi-task and meet deadlines in a fast-paced, ever-changing environment
- Ability to work and communicate effectively with teachers and high school students with and without intellectual disabilities
- Demonstrated successful experience motivating, leading, and engaging teachers and students
- An understanding and background in sports management and inclusion programming
- Excellent presentation and communication skills, both verbal and written
- Strong computer skills, proficient in use of Microsoft Office software
- Bachelor's degree in education, sports management, leadership or related field preferred, but not required
- Experience working in school-based environments or programs is beneficial
- Willing to chaperone youth with and without intellectual disabilities
- Willingness to travel primarily throughout western Pennsylvania

Minimum Requirements:

- Position is professional, full-time, non-exempt with benefits
- Flexible schedule to include limited nights and weekends with overnight travel as needed to support initiatives

- Have own reliable transportation, good driving history, and valid driver's license
- Background checks as required by PA law and SOPA policy

Application Instructions: Serious applicants will send an email careers@specialolympicspa.org with: a letter of interest, resume, salary history, references, and salary requirement.

Deadline: Applications received by **June 22, 2021** will receive priority. Applications will be accepted until the position is filled.

No phone calls or emails will be accepted. No recruiters.

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ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to more than 20,000 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. Its 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 attitude. 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.