Manager, Unified Champion City Schools

Job Description

Position Title: Manager, Unified Champion City Schools (UCCS)
Effective Date: September 1, 2023
Department: Unified Champion Schools
FLSA Status: Full-time Exempt (Salaried)
Reports to: Director of Unified Initiatives

Company Overview:

Special Olympics Mississippi transforms lives through the joy of sport every day. We are part of the world’s largest organization for people with intellectual disabilities: with millions of athletes in countries across the world and millions more volunteers and supporters. We are also a global and social movement. Through the power of sports, people with intellectual disabilities discover new strengths and abilities, skills, and success. Our athletes find joy, confidence, and fulfillment on the playing field and in life. They also inspire people in their communities and elsewhere to open their hearts to a wider world of human talents and potential. The mission of Special Olympics Mississippi is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in the sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community. Our vision is to promote acceptance, inclusion, and well-being for people with intellectual disabilities through sports.

Position Summary:

The Manager, Unified Champion City Schools position is essential in supporting and managing school-based inclusion programming in an assigned region of Mississippi and by supporting community integration. Additionally, this position will assist with meeting overall Special Olympics Mississippi (SOMS) strategy, goals, and objectives. This individual will work directly with teachers, coaches, student leaders, and administrators in assigned schools and help them manage quality UCCS programming. This consists of Interscholastic Unified Sports, 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; and other youth- and school-based initiatives.

Special Olympics of Mississippi offers a competitive salary with excellent benefits, 401(k), and a positive work environment. It is the policy of SOMS to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status about public assistance, veteran status, or any other characteristic protected by federal, state, or local law. In addition, SOMS will provide reasonable accommodations for qualified individuals with disabilities.
Primary Duties and Responsibilities:

- Recruit, provide orientation and training, and monitor activities of schools participating in Unified Champion City Schools (UCCS) programming.
- Identify, recruit, and facilitate unified activities in elementary, middle, and high schools and colleges.
- Track data and report activity. The position is responsible for the collection and management of UCCS data.
- Represent the SOMS team by participating actively in all SONAUCS/UCCS webinars, workshops, and training when approved by SOMS leadership and included in the annual budget plan.
- Develop relationships with school administrators, teachers, coaches, and volunteers to grow the UCCS program. Partner with appropriate agencies to aid in this endeavor.
- Adequately track all grant-related expenses per approved budgets.
- Adequately manage data flow within Special Olympics Mississippi to include registration/commitment forms, grant request forms, volunteer forms, etc.
- Assist schools in applying for National Banner School recognition and plan National Banner Events. Manage all recognition events and processes.
- Assist with statewide SOMS events, if needed.
- Other duties as assigned.

Required Skills:

- **Leadership** – The capacity for leading and managing a diverse group of people; foster a high-performance culture characterized by service leadership, collaboration, and transparency that will result in solid team morale, effective talent utilization, and partnership across functional areas of the organization
- **Communication** - Effectively listens to and understands others; conveys one’s thoughts and ideas. ability to collaborate with teams and define personal roles and responsibilities, which includes the ability to extrapolate plans and create results through critical thinking and exercising sound judgment
- **Change Management** – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results
- **Capacity Building** – The ability to effectively build organization and staff capacity, developing a high-performing workforce (staff and volunteers) and the processes that ensure SOMS operates effectively and efficiently
- **Results Oriented** – Relentlessly pursues improvement and results; creates a culture of mutual accountability
- **Ethics/values** – Works by SOMS’s core values and constructively engages team members to practice SOMS’s core values
- **Integrity/Trust** – Maintains the confidentiality of SOMS’s financial and corporate data
- **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans
• **Responsibility and Accountability** – Takes personal responsibility and ownership for adhering to all company policies and procedures while also completing work timely and per performance expectations; holds others accountable for agreed-to actions, sets priorities and milestones, assigns realistic time frames

**Qualifications:**

- Bachelor’s degree or equivalent experience
- 3 years of program management experience
- Experience working with individuals with disabilities preferred
- Excellent project management skills and team-oriented approach
- Proficient in the use of Microsoft Office Business Applications (Word, PowerPoint, Excel, Outlook)
- Able multi-task and adapt to change when needed
- Experience working in school-based environments or programs is beneficial
- Willing to chaperone youth with and without intellectual disabilities
- Requires Valid Driver’s license and ability to operate a motor vehicle and insurance
- Must be able and willing to travel is 25-35% throughout the State of Mississippi for Special Olympics events

**Physical Requirements:**

- **Physical Activity Level:** Sedentary physical activity performing non-strenuous daily activities of an administrative nature
- **Physical Demands:** Able to lift, carry, pull, or move objects up to 25lbs in weight, Substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner

**Work Environment:**

- Climate-controlled office environment at the SOMS state office location
- Full-time position
- Typical schedule is Monday through Friday with regular working hours; available to work outside business hours when necessary
- The position can be performed virtually in a telework arrangement as needed with approval from the President/CEO of SOMS
- This job requires routine driving to attend and support various program events throughout Mississippi, all year round

I have reviewed this job description and understand the responsibilities, essential functions, environmental factors, and qualifications included within. I understand that the President/Chief Executive Officer may also change this job description without notice.

**To apply for this opportunity, please submit your cover letter and resume to Special Olympics Mississippi at info@specialolympicsms.org by Friday, July 28, 2023.**

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