

## 42670 PROJECT SPECIALIST, SCHOOLS DIVISION

### Apply Here:

<https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=48U>

### SCHOOLS OFFICE

Traditional 235 work days

FTE: 1.0

Salary Range: \$55,174 - \$66,905

### Essential Functions and Objectives:

Functional responsibility for assisting and coordinating the life cycle administration of a project within one or more functional areas. Supports the overall design and development of the project operating goals, objectives, and protocols. Assume a primary role in administration, execution, maintenance, implementation, change management, and cross-functional alignment of work streams.

Lead and support a variety of projects within the Schools Division by gathering key stakeholders, creating project plans, crafting communications, and documenting efforts.

This role will lead specifically:

- **Communication structures for the Schools Division** - the role will own proactively compiling and drafting content and distribution for the following communications and be able to be a screen for who needs what information when

- Weekly updates to the Schools Division leadership team (instructional and operational superintendents) with key information, updates, and action items
- Monthly communication to all principals in DPS from the Deputy Superintendent
- Monthly communication to all regional teams (regional specialists) from the Deputy Superintendent

- **School leader hiring** - Serve as the primary liaison to the Talent Acquisition team and project manage all logistical support for all principal hires in the district. This includes maintaining up to date tracking of all school leader hiring changes in AP, Dean, and STL roles for all schools.

- Work with the two coordinator roles to oversee and ensure that all aspects of the school leader hiring process are proactively planned for, tracked, and implemented smoothly. The regional coordinator roles will be responsible for

coordinating and ensuring that the Regional Instructional Superintendents have all of the needed materials, events scheduled, and other logistics for hiring. The specialist role will oversee and project manage the full principal hiring process and recommend process improvements, maintain relationships with HR partners, with translation services, and make recommendations for improvements.

- Ensure that a tracker of current status, candidates, notes, and timelines is consistently maintained for the Superintendent and Deputy Superintendent.

- **Meeting logistics and content planning** for the following;

- Schools Division weekly leadership team meetings
- Quarterly Schools Division retreats
- Quarterly Schools Division All Hands meetings with regional specialists

- **Represent the Schools Division in cross divisional meetings and workgroups** related to both operational and academic topics such as implementation of academic improvement priorities, planning for leadership weeks, and others.

- **Senior graduation** coordination and planning for all DPS schools - this includes managing partner relationships with venues and distributors; development and distribution of graduation guidance; coordination with Board of Education and SLT representation; and this year will expand to designing a more central process to create cost savings and equity in the graduation experience for seniors.

### **Additional Skills Needed:**

- **Assessment and planning:** support initial project scoping by participating in the design process, including: discovery analysis, selection process, determining requirements, and needs assessment; prepares requirements and reviews current process, procedures, and standards.

- **Project execution:** oversees and administers all facets of the day to day operations of the various programs and related activities. Monitors short term work plans and schedules to track progress; identifies , analyzes and mitigates project risks; creates and delivers presentations and other communications; performs analysis on outcomes and activity; collects data and presents narrative reports. Develops resources, such as templates, forms and processes.

- **Project effectiveness:** supports the project lead in adhering to established controls.

Researches potential issues that may impact the quality or success, and create processes to

manage risks and address issues. Identifies process improvement, create efficiencies, and uncovers gaps. Develops resources, such as templates, forms and processes.

- **Stakeholder engagement:** maintains close relationships with key internal and external stakeholders including school leaders, instructional and operational superintendents, and partners across all DPS divisions. Administers communication strategies and plans to ensure full alignment to key decisions and program direction. Supports change initiatives; serves as the primary liaison with respect to program implementation; provides technical/professional and programmatic guidance, consultation, and support to client constituencies as appropriate.

### **Knowledge, Experience & Other Qualifications:**

- 2 + years experience managing multiple projects with a variety of stakeholders.
- PMP certification or equivalent preferred.
- Create and execute project plans in support of the Schools Division (e.g., principal hiring processes.)
- Provide logistical support to district and school-based staff on a variety of projects.
- Maintain project tracking tools and templates, including online project sites, and mechanisms to identify and track action items.
- Proactively identify division and school-based needs and develop solutions to address persistent issues.
- Communicate and coordinate with diverse stakeholders to establish positive relationships, problem solve issues, and ensure provide quality customers service to departments and schools; act as the department point of contact to handle questions and issues.
- Assist other office support staff, as needed, with meeting preparation, event planning, logistics, scheduling, note taking, and coordination.
- Knowledge with Microsoft Office products including Word, Excel and Outlook.
- Effective time management and organizational skills.
- Effective communication skills.
- Strong attention to detail.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one's own performance.
- Work collaboratively with others on a team.
- Aptitude for variety and changing expectations and fast-paced environment.
- High degree of integrity in handling confidential information.

- Other duties as assigned.

**Education Requirements:**

- Bachelor's Degree in Informational Systems, Business Administration, Education, or other related field or equivalent work experience.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at [dpsk12.org](http://dpsk12.org).

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*