Job Description

Project Manager III (226 Days)-(RTP20240426-008)

Description

- Manage special projects, ensuring strong systems and structures for communication, implementation, monitoring, and feedback, ensuring equity in the work and all students are provided opportunities for growth and success, including co-curricular projects, extracurricular projects, student experiences, and academic competitions.
- Leads planning of special projects to ensure coherence, alignment with district initiatives, and continuous improvement structures for the district’s plan related to curriculum and instructions.
- Provide curricular resources that supports successful execution of products associated with co-curricular projects.
- Create and facilitate district-level professional development, and instructional programs that utilize technology.
- Support researching and developing new initiatives as directed by supervisor.
- Communicate and collaborate with other departments to ensure school administrators and other stakeholders can respond to request in a timely manner.
- Create and monitor a budget associated with programs.
- Ensure alignment with instructional programs on the campuses and in the district.
- Perform other duties as may be assigned.
Qualifications

- Bachelor's Degree required; Master's degree preferred
- Minimum five years of experience in a directly related field
- Knowledge of the educational system and current trends in education
- Knowledge of general financial processes
- Management abilities through administration of major segments of an educational institution
- Strong organizational, communication, and leadership skills required to achieve the goals of the position
- Knowledge of project management methodologies, tools, and techniques
- Knowledge of district's content curriculum, national/state/local science standards, and district initiatives such as the district evaluation instrument for classroom teachers
- Proficient in Microsoft Office and Google Apps tools and applications, web-based applications, digital instructional tools for the classroom, and professional development
- Ability to create and facilitate professional development (asynchronous and synchronous), designing web pages, and surveys
- Ability to implement, present, and edit/revise written communication in all forms, resulting in products that are precise and accurate
- Demonstrated proficiency in organization, conducting effective professional development, and best practices to improve content, knowledge, and skills

Work Locations
9400 N CENTRAL EXPRESSWAY BOX 103
Dallas 75231
Job Project Manager III-Teaching & Learning
Schedule Full-time
Minimum Salary 73,495.00
Median Salary: 89641.00
Posting Date May 3, 2024