41165 PROJECT SPECIALIST, PROFESSIONAL LEARNING

Apply Here:  
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=39Q

ACADEMICS  
Traditional 235 work days  
FTE: 1.0  
Salary Range: $59,355 - $71,923

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 the administration, execution, maintenance, implementation, change management, and cross-functional alignment of workstreams.

Develops and executes on major projects within the department. Organizes goals/ projects and brings them to life through: creativity, analysis, organization, and project management. Leads the Professional Learning (PL) Team in building and implementing project management and goal tracking tools. In addition, helps to create and implement strategies for improving the effectiveness and efficiency of PL services.

- Support the initial 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.
- 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; performs analysis on outcomes and activity; collects data and presents narrative reports. Develops resources, such as templates, forms and processes.
- 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.
- Monitors and sets controls, throughout the lifecycle of the project. Ensures effectiveness and demonstrates outcomes beyond program establishment. Coordinates and tracks program expenditures and adjusts project activities, specifications, proposals, contracts and schedules to meet overall program objectives within budget. Assists, guides and advocates change enablement and process adoption.
- Maintains close relationships with key internal and external stakeholders. 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.
- Lead collaboration with other district-wide central office departments in the achievement of Professional Learning (PL) Team and district-wide goals, particularly regarding district-wide professional learning.
- Work with the leadership and Professional Learning staff to identify opportunities for increasing the effectiveness and efficiency of the department’s work and lead the implementation of those opportunities.
- Lead the implementation of project management processes with PL sub-teams and projects.
- Manage strategic projects in the PL team, including, but not limited to, the District Master Calendar, Professional Learning Shared Space, Professional Development Units, and centrally-led district professional learning weeks.
- Conduct data analysis and compile and report quantitative and qualitative survey results, highlighting areas for improvement.

**Knowledge, Experience & Other Qualifications:**

- Three (3) or more years of experience in project management and using project processes and methodologies to implement project plans.
- Experience and proficiency Google suite tools, especially Google sheets.
- 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.
- Work experience in education.

**Education Requirements:**

- Bachelor’s Degree required.

**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.

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.