



T U L S A

PUBLIC SCHOOLS

Job Title: **Project Coordinator – Office Of The Deputy Superintendent**

Department: Deputy Superintendent
Reports To: Deputy Superintendent
Grade: BG-04
Number of Days: 12 Months
Security Access: ESC
Current Date: June 3, 2014
Overtime Status: Exempt

Job Objective: Implement, manage, coordinate, and ensure successful and timely completion of executive staff/cabinet-level projects in coordination with multiple departments. Assesses projects risk on a regular basis, taking appropriate action to ensure project objectives are timely and successfully met.

Minimum Qualifications:

- Education:** Bachelor’s degree in Education, Business Administration, Project Management or related field and/or equivalent work experience.
- Experience:**
 - o Minimum of 3 years of work experience preferred.
 - o Experience managing projects or initiatives preferably in an education or related setting.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides project management support to the executive team including but not limited to project planning, project charter development, budgeting, leading cross-functional teams in implementation, etc.
- Extensively document project related activities and findings, quantify results, and communicate project results and conclusions to stakeholders, collaborators, and district leaders.
- Conduct rigorous data analysis and external research to support leadership decision-making regarding projects and priorities.

- Work with executive staff, cabinet members and others to ensure project priorities are in alignment with the District's core goals.
- Manage data collection and dissemination for special projects and make sure data is updated, timely, and relevant.
- Performs project management duties, including planning, prioritizing, and coordinating
- Determines and deploys resources required to successfully complete projects on schedule and within budget, ensuring project objectives fulfilled.
- Maintains and provides regular comprehensive status reports and project schedules. Builds relationships and liaises with various central office departments, school leaders, teachers, and other school-based staff.
- Prepares proposals for new projects and leads and creates new projects as necessary.
- Leads and/or attends various meetings to communicate information, advise, recommend and make presentations created to present technical proposals/plans/documentation.
- Other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Working knowledge of project management methodology.
- Strong organizational skills, including keen attention to detail, and the ability to adhere to strict deadlines.
- Exceptional writing and oral communication skills.
- Excellent time-management and a willingness to work non-standard hours.
- Ability to learn quickly, work in a fast-paced environment, and multi-task effectively.
- Ability to proactively identify challenges and work to find solutions.
- Work on fast-paced, multiple projects of varying complexity with tight deadlines, continually adapting to changing priorities.
- Strong organizational and interpersonal skills.
- Ability to prioritize and delegate as necessary.
- Dependability, tact and strength in multi-tasking, problem solving and critical analysis.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard office environment.

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