

Ravenswood City School District

Position Description

TITLE: Strategic Projects Coordinator

Job Purpose Statement:

Under the direct supervision of the Chief Business Official, the Strategic Projects Coordinator is responsible for leading and supporting a number of initiatives including: Drafting and releasing a long term financial plan (LTFP); Developing a public facing budget website; and Preparing the District for a strategic budgeting process. This position will work directly with District leadership and gain a deep understanding of the District's finances.

Essential Job Functions

- *Project management:* ensuring the projects have a clear project plan, keeping track of key deadlines and performance, aligning stakeholders to that plan, and delivering successfully according to that plan.
- *Analysis:* performing data analysis and assessment to develop a deeper understanding of our finances, or financial forecasts (this could include operational, financial, or academic data).
- *Communication:* creating written (Word document, Powerpoint) documents to communicate internally and externally about our finances.
- *General support:* providing any support needed for the Chief Business Officer.
- Assist with other related tasks as needed.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:** Successful project management strategies; Strong organizational and multitasking skills.
- **ABILITY TO:**
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:**
 - Demonstrated excellence in quantitative and qualitative analytical thinking.

- Demonstrated experience leading a team or department and/or interacting with multiple internal/external stakeholder groups.
- Experience in a school district or other K12 public educational setting preferred.
- **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

License, Certification, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Tuberculosis Clearance

Working Conditions:

- **ENVIRONMENT:** Office environment.

Reports to:

- Chief Business Official

Work Year:

- 12 months

Salary Placement:

- Range 4 of the Management Salary Schedule

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.