

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

Special Project Manager

CLASSIFICATION: Certificated Administrator

SALARY LEVEL: \$55,500 or \$300 per diem

WORK DAY/YEAR: 185 days/1 year

DEFINITION

Under the general direction of the Assistant Superintendent for Educational Services, the Special Project Manager plans, organizes, and coordinates the development, implementation, enhancement and improvement of K-12 instructional materials and equipment to include library media services, Career and Technical Education programs, extra-curricular and co-curricular activities; ensures the inventory and ordering of materials and development of policies and procedures related to, assists in preparing proposals and applications that strengthening District partnerships with organizations, community businesses, colleges and universities, and organizations that will support the enhancement of learning. The Special Project Manager will be responsible for coordinating external resources and assisting the principals with the management of resources, projects and programs as outlined in School Plans and in alignment with the Local Control Accountability Plan (LCAP).

Example of Duties and Responsibilities:

- Scope of knowledge and capability that allows this position to effectively plan, coordinate, design, conduct and evaluate information to facilitate informed decision-making regarding the improvement of district programs and offerings and school site delivery of academic, extra-curricular and co-curricular activities, clubs and other activities/services provided to students.
- Develop systemic accounting records of K-12 inventory of district-wide textbook and instructional materials and equipment, musical instruments, science and protocols for student cumulative records and other required files, and complete a needs assessment to identify curriculum materials and equipment for the implementation of new California Common Core standards, including library/media centers with 21st century instructional materials, equipment, and supplies.
- Assists in providing support regarding the purchase of technology media and equipment used to enhance student learning.
- Research best practices and resources and explore innovative programs and projects to support and lead a transformational effort, with a specific focus on integrating programs that enhance opportunities for students to excel within outside the classroom as a contributing citizen within the community through enrichment programs, extra-curricular and co-curricular activities as a part of the school culture.
- Assists in the preparation of reports for Western Association School Certification (WASC) site visits and follow-up action steps with timelines.

- Develop and create evaluation reports, handbooks and guidelines for extra-curricular and co-curricular activities and other activities/services to be provided for students.
- Develop and create an inventory of music and sports equipment and materials to identify a schedule for replacement and refurbishment.
- Perform special projects and research; attend to administrative regulation details on special matters as assigned; manage various large-scale, ongoing projects using data collection, maintaining quality control of data entry, preparation of reports, and interpreting findings.
- Design, prepare and present reports regarding student and program performance; examine and analyze the data; and develop recommended methods to improve programs and offerings for implementation and enhancement.
- Create a review process to evaluate the effectiveness of programs by developing feedback methods (e.g. surveys), conducting user interviews (e.g. focus groups), and recording results for evaluation (e.g. written and computerized data collection).
- Work extensively with school administrators and staff on the interpretation and use of designed projects and programs to improve practices and expand enrichment opportunities for students and respond to situations appropriately.
- Work with parents and community members to broaden understanding of opportunities available for students.
- Provides leadership for school personnel to design and implement effective strategies for improving academic performance and student participation and performance in extra-curricular and co-curricular activities and programs and long-term positive outcomes of the diverse learners.
- Provide technical assistance to school personnel by providing a positive climate of interaction of communication between school staffs and parents in the review of district and school site delivery of academic, extra-curricular and co-curricular activities.
- Demonstrate excellent leadership, organizational and communication skills with the ability to motivate people.
- Make the most effective use of resources, strategies and practices to enhance the quality of programs and services for the diverse student population.
- Perform other duties as assigned.

Qualifications:

- Valid California K-12 teaching and administrative credentials.
- Experience as a successful classroom teacher (minimum of five years).
- Experience of increasingly responsible administrative experience.
- Varied experience in leadership positions.
- Master's Degree, preferred.
- Bilingual, preferred (Spanish speaking).
- Professional development or coaching experience as related to an increase in student participation in activities and in academics.

- Experience or training in data analysis and successful academic and activity pathways for students.

Knowledge of:

- Local Control Accountability Plan (LCAP).
- Global understanding of the Visual and Performing Arts.
- National Federation of Interscholastic Athletics, California Interscholastic Athletics Association and Mission Trail Athletic League and Monterey Bay League.
- Effective practices in Career and Technical Education.
- Use of technology as an instructional tool in Library, Media and Information Services operations.
- Integration of technology with 21st century student learning skills.
- Applicable laws, codes, regulations, policies, and procedures.
- Technical aspects of fields of specialty for projects and programs.
- Effective professional development models and strategies.
- Principles and practices of management, supervision, and training.
- School district organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral, written and listening skills as a communicator.
- Operation of a computer and related software.

Ability to:

- Plan, organize, direct, and coordinate the work of management, supervisory, professional and technical duties.
- Coordinate opportunities for athletic and extracurricular, co-curricular coaches/sponsors to expand and deepen their knowledge and skill.
- Prepare and deliver presentations.
- Effectively communicate orally and in writing.
- Prepare narrative and statistical reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Plan and organize work to meet schedule and timelines.
- Analyze situations accurately, and adopt a course of action.
- Establish positive and effective working relationships.
- Meet state and district standards of professional conduct.
- Supervise and evaluate the performance of assigned mentors and coaches of programs and projects.

Physical Requirements:

Physical, mental and emotional stamina to perform duties and responsibilities of the position; hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a keyboard; see to read, prepare documents and reports, and view a

computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift 20 pounds; to push/pull, squat, twist, turn, stoop, and to have the physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells, and mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related management duties as assigned by the supervisor or other management.

Note: This is a management position and is exempt from overtime.

Approvals: