

SANTEE SCHOOL DISTRICT

PROJECT COORDINATOR

DEFINITION

Under the direction of Superintendent, the Project Coordinator will manage, coordinate, and complete assigned projects, communications, and reports, as assigned by the Superintendent and in support of the Mission, Vision, and Goals of the District. The Project Coordinator may serve as a liaison between the Superintendent and the Board Members for communication and directions on projects and/or activities.

DISTINGUISHING CHARACTERISTICS

This position is distinguished by bargaining unit exclusion and by the variety of technical and confidential responsibilities involving a high degree of initiative and independence, an ability to be a self-starter, and in-depth knowledge of the policies and procedures of district-wide functions and operations and Board of Education rules and procedures.

The Project Coordinator manages complex projects independently on behalf of the Board and Superintendent. The Project Coordinator is distinguished from the Executive Assistant in that the latter is expected to perform the full range of ongoing administrative and office support functions to facilitate the efficient and effective operation of a specific department while the Project Coordinator may manage projects for departments as directed by the Superintendent.

The person in this position must have exceptional organizational, communication, management, and interpersonal skills to achieve the goals of the position.

EXAMPLES OF DUTIES

- Plan, organize, manage, and implement projects or assignments, as assigned by the Superintendent.
- Estimate project requirements and organize resources to meet established goals.
- Design and implement methods for tracking a range of projects, analysis, and deliverables.
- Develop and coordinate project schedules and ensure deadlines are met.
- Assist in coordinating communications throughout the District.
- Research and collect data from multiple sources for assigned research and projects.
- Compose and design, publish and distribute a variety of communications and reports including newsletters, press releases, and other publications.
- Design and develop public relations and/or marketing materials.
- Coordinate District safety communication and procedures.
- Work with the Executive Assistant (Confidential Secretary) on the maintenance and updates of Board Policies and Administrative Regulations.
- Update and maintain the school district's website and other social media tools.
- May represent the District or the Superintendent at meetings and events.
- Analyze, interpret, and apply applicable City, State, and federal laws, rules, and procedures pertaining to the District.

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EXAMPLES OF DUTIES (Cont'd)

- Prepare clear, concise, and accurate reports.
- Present information regarding District projects in a proactive, accurate, and media-sensitive manner.
- Assist with additional projects on an as needed basis.

QUALIFICATIONS GUIDE

Demonstrated Abilities:

1. Exceptional organizational, planning and project management skills.
2. Superior writing and presentation skills.
3. Strong communication and interpersonal skills.
4. Strong analytical, strategic and critical thinker.
5. Flexible, with a strong work ethic and an entrepreneurial spirit to accommodate high level of responsibility and multiple priorities.
6. Understand, carry out and give oral and written instructions.

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and composition. Modern practices and procedures; including letter and report writing.
- Technology usage and efficient use of electronic media including web site development, Microsoft word processing and other technological presentation uses.
- Methods used in preparing statistical reports.
- District organization, operations, and goals, including its educational programs, policies, and procedures.
- Principles and practices of the school district.
- Pertinent provision of the State Education Code and the Board of Education policies and regulations that determine educational policies and practices.
- District organizations and operations.

Training and Experience:

Completion of the twelfth grade; a minimum of five (5) years of experience in central office support positions; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience producing newsletters and published articles desired.

Characteristics:

Good health, good physical condition, agility and strength commensurate with the duties of the class; honesty; industrious; initiative; dependability, affability, positive character, and good judgment in conjunction with position duties; loyalty and other related qualities.

Board Adopted: October 1, 2013