



## SPECIAL PROJECTS MANAGER

### Purpose Statement

The job of Special Projects Manager was established for the purpose/s of coordinating and overseeing special projects in the Superintendent's Office. Position duties include organizing, managing, and conducting research for the purpose of informing the Superintendent and members of the executive cabinet. The Special Projects Manager will receive, evaluate, and coordinate internal and external research requests. In addition, the individual in the position will be responsible for: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants and assisting others writing grants, developing budgets, collaborating on grant applications with various District units and community organizations, and processing, monitoring and coordinating required report evaluations on existing grants. The special projects manager will facilitate student teaching internship experiences with our post-secondary education institutions. Additionally, the Special Projects Manager will assist the Superintendent with writing and preparing presentations.

This job reports to the Superintendent

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### Essential Functions

- Collaborates with a variety of parties (e.g. district personnel, community organizations, parents, businesses, etc.).
- Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district, state, federal and other funding guidelines.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology.
- Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency.
- Monitors proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds.
- Assists other individuals in the system in applying and obtaining grants by explaining, researching, and reviewing as needed.
- Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.
- Participates in and leads, if appropriate, meetings, workshops and seminars for the purpose of conveying, sharing and/or gathering information required to perform functions.
- Presents concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources.
- Provides direct support to the Superintendent for the purpose of ensuring that the district's strategic goals are met.
- Supports the Superintendent through preparation of written materials and presentations for the purpose of getting out clear and effective communications.
- Facilitates student teaching experiences with local post-secondary institutions.



## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

## Job Requirements: Minimum Qualifications

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects, operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; grant writing and composing.

**KNOWLEDGE** is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: public school curriculum, fund accounting, community organizations, and public and private agency funding sources.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with groups and individuals from diverse cultural and/or educational backgrounds; meeting deadlines and schedules; working independently under time constraints; setting priorities while performing with minimal direct day-to-day supervision; working with detailed information/data; organizing and communicating information and concepts.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.



**EXPERIENCE:** Experience in a K-12 setting is preferred.

**EDUCATION:** Preference given to a Master's Degree in a related field.

**EQUIVALENCY:** Job related experience with increasing levels of responsibility is required.

**REQUIRED TESTING:**  
Pre-Employment Drug & Alcohol Screening

**CERTIFICATES & LICENSES:**  
None Specified

**FLSA STATUS:**  
Exempt

**CONTINUING EDUCATION / TRAINING:**

**CLEARANCES:**  
Criminal Justice Fingerprint/Background Clearance

**SALARY GRADE:**  
Classified