

CHOCTAW COUNTY SCHOOLS

PROJECT MANAGER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Minimum of five (5) years teaching experience
- (2) Master's degree in education from an accredited educational institution
- (3) Valid Alabama Educational Administrator/Instructional Leadership Certification preferred, OR
- (4) Minimum of five (5) years successful experience supporting PBIS implementation or related program supervision experience
- (5) Must meet the suitability criteria for employment under Alabama Child Protection act of 1999 and Act Number 2002-457, and
- (6) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to deepen stakeholder knowledge and develop capacity necessary to support district PBIS implementation,
- Fluent with the measures, reports, and data systems used to support all tiers within the PBIS model,
- Skill and ability in developing and providing professional learning through multiple formats,
- Knowledge of Alabama's Continuous School Improvement Process,
- Ability to effectively facilitate large and small group meetings,
- Ability to successfully perform self-directed work,
- Ability to maintain confidentiality of sensitive and FERPA required information,
- Ability to develop and meet timelines for completion of projects, tasks, and activities,
- Ability to simultaneously manage multiple components of a large project,
- Ability to collaborate with technical assistance partners and project staff to ensure and maintain high quality project work,
- Values continued professional learning to deepen knowledge and skills
- Ability to receive and use feedback from supervisor and stakeholders to improve practices related to job responsibilities,
- Use leadership skills in establishing project investment and implementation fidelity,
- Possesses effective oral and written communication skills,
- Possesses effective organizational skills and time management skills,
- Able to document and maintain substantial evidence of project implementation and progress,
- Ability to work with persons from all race, ethnic, gender, socio-economic, religious, sexual, and educational backgrounds

PROJECT MANAGER (Continued)

REPORTS TO:

Federal Programs Director

JOB GOAL

To implement a multi-tiered system of interventions to improving conditions for learning in all schools

SUPERVISES:

PBIS Facilitator
Mental Health Therapists

PERFORMANCE RESPONSIBILITIES:

- * (1) Serve as the point of contact (POC) for the School Climate Transformation Grant,
- * (2) Establish infrastructures to support grant implementation,
- * (3) Develop, deepen, and guide school personnel and key stakeholders' learning around PBIS systems and practices,
- * (4) Coordinate, lead, and provide technical assistance to PBIS trainers on local professional development activities,
- * (5) Collaborate with the State PBIS Office to develop and support local trainers before, during, and after training,
- * (6) Develop and maintain a mental health collaborative to support therapists, students and families,
- * (7) Coordinate and ensure systematic implementation of project curricula,
- * (8) Conduct program staff meetings to ensure project comprehension and implementation,
- * (9) Monitor PBIS implementation at all levels in all schools,
- * (10) Use formative data to guide project implementation adjustments,
- * (11) Guide the appropriate use of student outcome, project quality, and fidelity data at district and building levels,
- * (12) Ensure school and project staff participation in required project professional learning,
- * (13) Apply professional learning to school and district work,
- * (14) Work collaboratively with district administrators, project and school staff to enhance student learning,
- * (15) Monitor spending and allocate funding appropriately based on need and School Climate Transformation Grant Project approved budget,
- * (16) Serve as the critical feedback loop among Alabama's PBIS office, project evaluator, local staff, trainers, and coaches to further develop and refine content practices,

PROJECT MANAGER (Continued)

- * (17) Utilize district approved evaluation methods to annually evaluate personnel under direct supervision,
- * (18) Ensure ongoing evaluation of the project at each school,
- * (19) Serve as the POC for the project's external evaluator,
- * (20) Submit timely and accurate project reports to applicable stakeholders,
- * (21) Annually disseminate project information and evaluation results to stakeholder,
- * (22) Perform other project related duties as assigned by supervisor

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.

Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities