

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	K-12 Project Manager	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9708	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Technology Services	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Chief Information Officer	<b>CABINET APPROVAL:</b>	10-19-15

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**BASIC FUNCTION:**

The K-12 Project Manager will lead a successful execution of strategic, enterprise initiatives and systems deployments, including the selection and deployment of integrated instructional and operational software solutions, the coordination of all project activities and resources, and the management of vendors, consultants, and other business partners.

The K-12 Project Manager will manage and direct projects from pre-inception to successful completion; work with project sponsors, stakeholders, and other participants while planning, organizing, providing communications, and managing resources, budgets, timelines and risks to bring about the successful completion of specific project goals and objectives; and understand the purpose and intent of District initiatives and the context within which they are deployed and leverage this knowledge to maximize outcomes and optimize efficiency.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Work with the business sponsor(s), develop business cases, project charters, Requests for Proposals (RFPs), Requests for Information (RFIs), Requests for Quotations (RFQs), and other materials identifying the scope, purpose, budget, risks, and success criteria for the project, obtaining all necessary approvals. **E**

Create, maintain, and share project work plan(s), timelines, Gantt charts, process maps, and other artifacts which convey key project information such as milestones, tasks, responsibilities, and timeframes for successful completion of the project. **E**

Provide all necessary documentation for the project, including meeting agendas and summaries, communications plans, project plans, action items, and status reports. Disseminate project information to appropriate project stakeholders and team members. **E**

Manage vendors and act as the primary point of contact to ensure completion of project tasks within schedule and budget, including regular communications/meetings, compliance with statement of work, joint vendor project plan,

and invoice reviews; brings significant vendor issues and concerns to business sponsor for appropriate resolution.

**E**

Provide leadership in all areas of the project, including direction, meeting preparation, scheduling and facilitation, developing and adhering to the agenda, provide supporting documentation, and ensuring desired meeting outcomes.

**E**

Provide oversight in documentation development and refinement of business requirements, business processes, and training materials. **E**

Manage project resources and arrange for recruitment or assignment of project staff. **E**

Coordinate with staff assigned to the project to ensure that work is completed on time and within budget. **E**

Ensure that project deliverables are of acceptable quality. **E**

Mitigate risks, bringing significant risks to the attention of the business sponsor(s) in a timely manner. **E**

Manage and document scope changes and budget implications and obtain necessary approvals. **E**

Promote and support a culture of collaboration, accountability and active engagement to move the project forward, leverage resources, resolve issues, and reach consensus. **E**

Recognize the importance of acknowledging milestones, successes, and group and individual contributions to ensure the team works in the most effective manner, consistent with the District's code of ethics. **E**

Provide leadership on project communication ensuring that project sponsor, stakeholders, members, vendors, and other related project staff are kept apprised of status, issues, and near term coordination of tasks and needs to keep the project on track. **E**

Identify, recommend, and promote approaches, standards, practices and tools/resources supporting the effective and efficient execution of District projects. **E**

Lead and work with District improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Technology Services and the utilization of tools, resources, and services that support the District. **E**

Perform related duties consistent with the scope and intent of the position.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree in Business Administration or related area strongly recommended. Minimum five years of experience in project management of large-scale software solution implementation and development initiatives in a leadership role, including managing project teams and resources, project budgets of over \$2MM, risks, and

effective stakeholder and participant communications. Demonstrated expertise in the execution of complex projects in a K-12 environment and experience with various Project Management and Information Technology methodologies and industry-standard benchmarks and practices, including AGILE, Waterfall, Change Management, ITSM, ITIL, COBIT, etc.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Valid, active project management credentials required; Project Management Professional (PMP) Certification preferred.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Proficiency with Microsoft Project, JIRA, Basecamp, Word, Excel, PowerPoint, Visio, and software tools and resources supporting the execution of complex projects.
- Strong knowledge of the utilization and deployment of technology solutions including large-scale database-driven applications such as: enterprise resource (ERP) systems; web-based applications, instructional systems, student information systems, cloud-based software and other applications used to support the instructional mission and operations of a K-12 District.
- Project management of large-scale software solution implementation and development initiatives.
- Flexible and adaptable to various management styles and organizational cultures.
- Excellent problem solving skills.
- Able to flourish in a collaborative environment.
- Strong organizational, verbal, written and documentation skills.
- Experience in closely and effectively monitoring and managing budgets and staff resources.
- Data-based inquiry and decision making process.
- Effective management practices and supervision techniques.
- Technical aspects of field of specialty.
- Standardized, performance-based, and other assessments.
- Database systems and data management.
- Computer software applications relevant to educational assessment and research.
- Methodology used in educational research design and statistical analysis.
- Theory and practice related to student learning and educational measurement.
- State and federal laws, regulations, and codes dealing with the reporting of educational programs.
- School district organization, operations, policies, and objectives.
- Standard statistical and qualitative methodologies (e.g. basic research design and methods and other generally-accepted analysis approaches).
- Theory and practice related to student learning and educational measurement.

**ABILITY TO:**

- Execute complex projects in a K-12 environment.
- Apply advanced skills using Microsoft Project, JIRA, Basecamp, Word, Excel, PowerPoint, Visio, and software tools and resources supporting the execution of complex projects.
- Demonstrate strong verbal, written, and graphical communication skills: Interpersonally, in consultative and facilitative roles, and as a presenter.
- Intersect various groups, stakeholders, and data to make recommendations for action in the management of projects, grants, and research (internal and external).

- Produce reports and recommendations that are evidence-based and compliant.
- Create and maintain strong relationships interdepartmentally to advance the District’s mission and ensure positive outcomes.
- Create and maintain strong relationships externally, including independent management of contracted services with research organizations, universities, and others.
- Coordinate logistics as well as ability to be flexible and problem-solve.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and 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 moderate to heavy objects.

**HEALTH BENEFITS:** District pays a portion of the employee’s health benefits through District-offered plans.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date