

# Vail School District Job Description

**Job Title: SPECIAL PROJECTS COORDINATOR**

**Department:** Special Projects

**Reports To:** Assistant Superintendent

**FLSA Status:** Non-exempt

**Classification:** Level 14

**Approved:** 4/22/2014

## **SUMMARY**

The Project Coordinator is responsible for providing high-level administrative support and for coordinating meetings and developing strategies to see projects through from beginning to end.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provides administrative support to the Assistant Superintendent, as needed.

Schedules, organizes, and coordinates meetings, prepares agenda, and may take minutes. May make travel arrangements and complete expense reports.

Researches, analyzes, and coordinates delivery of services and completion of projects and programs, as assigned.

Serves as project support or project lead, as assigned.

Receives project documents and compiles a detailed summary that may include a project plan, target date, assigned responsibilities, and takes appropriate steps to ensure the project stays on task through implementation and/or delivery.

Reviews project proposals with Assistant Superintendent and other related departments to determine proper lead time, funding and procurement needs/limitations, procedures for accomplishing project, staffing or resource needs, timely communications to all stakeholders, etc.

Prepares and presents reports and presentations to a variety of audiences on both technical and non-technical topics.

Attends relevant meetings, trainings, workshops and conferences and shares information gathered for the benefit of the district.

Builds and maintains professional relationships and seeks opportunities to learn from staff, parents, regulatory and educational agency representatives, civic and community groups, and public and private sector organizations about issues related to assigned areas of responsibility.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have supervisory responsibilities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

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### **EDUCATION and/or EXPERIENCE**

High school diploma or GED with Bachelor's degree preferred. Proficient with MS Office applications. Minimum 5 years experience in relevant administrative support role and/or projects-related role in medium to large organization. Must have experience at working both independently and in a team-oriented, collaborative environment.

### **ABILITIES**

Ability to conform to shifting priorities, demands, and timelines. To make appropriate decisions and to react to project adjustments and alterations promptly and efficiently. To be flexible during times of change. To be persuasive, encouraging, and motivating to ensure project success. Ability to work overtime or to flex scheduled work hours to meet project requirements and deadlines.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as policies, regulations, procedures, and industry related materials and procedure manuals. Ability to speak effectively to leadership, district employees, and members of the community. Ability to write routine reports and correspondence. Ability to effectively present information to staff, administration, parents, and public groups.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rounding, rate, ratio and percent and to draw and interpret charts and graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Position requires moderate independent judgment, ability, and knowledge in the administrative support and projects related coordination.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arizona's drivers license and proof of minimum auto insurance coverage.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

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**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.