

**MARIN COUNTY OFFICE OF EDUCATION
PROJECT MANAGER
Job Description**

Brief Description:

Works under the supervision of a director or assistant superintendent and is responsible for the daily operation of assigned projects including, but not limited to supervision and evaluation of assigned staff, fiscal accountability and instructional leadership.

Duties and Responsibilities:

1. SUPERVISE AND EVALUATE PROJECT PERSONNEL IN ACCORDANCE WITH MCOE ESTABLISHED POLICIES AND PROCEDURES

Quality Indicators (Q.I.)*¹

- a) evaluates personnel performance and provides feedback and appropriate follow-up
- b) regular, scheduled observation of instructional staff with follow-up conferences
- c) makes recommendations for project staffing
- d) demonstrates knowledge of current employee contracts
- e) timely notification of vacancies and/or staffing
- f) cooperates with personnel and business offices
- g) demonstrates appropriate interview skills
- h) is aware of current credentials required for project staff
- i) establishes and monitors work hours/schedules of staff

2. PROVIDES LEADERSHIP TO ASSIGNED PROJECT STAFF

Q.I.

- a) frequently disseminates pertinent project information to staff
- b) meets regularly with staff in an organized fashion

¹ * A Quality Indicator (Q.I.) enables one to know that the responsibility is being performed.

- c) facilitates problem solving
- d) regular review of office policies and procedures
- e) regularly reviews project quality and develops plans for implementation of desired improvements, with staff

3. INSURES SMOOTH, DAILY OPERATION OF ASSIGNED PROJECTS

Q.I.

- a) assists staff with problems relating to project
- b) informs supervisor of project activities
- c) has a system for being contacted when away from office
- d) has a back-up system so that sites can function when manager is unavailable
- e) has systems for intra-project communication
- f) communicates with host site and staff
- g) provides/facilitates case management when necessary
- h) insures implementation of student discipline policies and procedures when necessary
- i) recommends implementation of maintenance and repairs of facility

4. MANAGES PROJECT FUNDS

Q.I.

- a) interprets and monitors a budget
- b) maintains records to insure budget compliance
- c) participates in budget development, anticipating future financial needs
- d) prepares and submits required financial reports in a timely manner

5. DETERMINES NEEDS FOR, AND PROVIDES, APPROPRIATE STAFF DEVELOPMENT

Q.I.

- a) documents assessment of staff development needs

- b) demonstrates knowledge of internal and external staff development resources and informs staff of these opportunities
- c) records staff involvement in professional development activities
- d) insures staff participation in needed staff development activities

6. PROVIDES SUPPORT TO OTHER MCOE PROJECTS

Q.I.

- a) participates in intra-office activities, e.g. task forces, evaluation studies, special projects, community relations
- b) observes office projects other than ones for which manager is responsible

7. ESTABLISHES AND MAINTAINS COOPERATIVE RELATIONSHIPS WITH OUTSIDE GROUPS WHICH MAY INCLUDE, BUT NOT BE LIMITED TO PARENTS, COMMUNITY AND VOLUNTEER ORGANIZATIONS, SOCIAL SERVICES, LOCAL BUSINESS AND LAW ENFORCEMENT AGENCIES

Q.I.

- a) evidences clear communication of project to the public
- b) works closely with public agency boards, committees, staffs
- c) cooperates with organizations providing direct support to MCOE projects
- d) explores community resources for additional project support

8. ACTIVELY PARTICIPATES IN DIVISIONAL STAFF MEETINGS

Q.I.

- a) regularly attends meetings
- b) initiates relevant agenda items
- c) shares ideas and opinions about agenda items

9. INSURES TIMELY SUBMISSION OF REQUIRED PROJECT REPORTS SUCH AS ATTENDANCE DOCUMENTS, COMPLIANCE REVIEW MATERIALS OR FINANCIAL SUMMARIES

Q.I.

- a) meets deadline for required reports
- b) shows evidence of a system to meet deadlines such as calendar, tickler system, flow chart

10. PLANS, DEVELOPS AND IMPLEMENTS NEW PROJECTS, SERVICES OR OTHER PROJECTS AS APPROPRIATE

Q.I.

- a) develops written proposals for new projects and services
- b) indicates creativity and flexibility in new project development

11. KNOWS AND IMPLEMENTS NEW PROJECTS, SERVICES OR OTHER PROJECTS AS APPROPRIATE

Q.I.

- a) actively seeks current legislation information and direction from a variety of appropriate sources, e.g. legislative newsletter, supervisor, state and federal officials
- b) documents evidence of compliance with project regulations

12. EFFECTIVELY COMMUNICATES

Q.I.

- a) is readily accessible to staff
- b) actively encourages parents, staff and interested others to communicate their concerns and ideas
- c) demonstrates interest in, and acts on, expressed issues of concern and ideas

13. EFFECTIVELY SOLVES PROBLEMS

Q.I.

- a) acknowledges existence of a problem, or difficulty, when evident

- b) considers pertinent, available information in reaching decisions
- c) monitors the effects of decisions and is willing to reconsider decision if expected results are not achieved

14. PARTICIPATES IN ACTIVITIES DESIGNED TO PROMOTE PROFESSIONAL GROWTH

Q.I.

- a) attends workshops, classes, inservices, conferences or other related professional activities
- b) demonstrates knowledge of current educational techniques