



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Project Manager – Instructional Center
Reports To: Assistant Superintendent for Instruction
FLSA Status: Exempt
Prepared By: Assistant Superintendent for Instruction
Approved By: Human Resources
Prepared Date: 10/2013
Last Revised Date: 10/2013

Summary:

Assists in providing county, regional and state school staff with the most current research information and training in education by performing the following:

Essential Duties and Responsibilities:

Facilitates communication between participating schools and project staff

- Coordinates the state conference and smaller conferences and training including the Administrative Academy and the Kalamazoo RESA Professional Development Day
- Assists in quarterly reporting including quality assurance data
- Assists in data collection, analysis and compilation
- Coordinates training materials and project inventory
- Monitor progress of all development projects
- Attends monthly grant planning meetings
- Track production data and make recommendations
- Maintain website and offer updates as needed in coordination with department staff
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High School diploma. Prefer some post-secondary education and experience in educational setting.

Skills and Abilities:

Proficient computer skills and ability to use project management tracking software tools.

Certificates, License, Registration:

If applicable.

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience
Ability to communicate effectively including listening
Keep administrator abreast of activity
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
Ability to read, analyze and interpret data
Ability to write reports, correspondence, policies and procedures
Maintains confidentiality
Displays willingness to support and make decisions with sound judgment in timely manner
Performs duties as workload necessitates
Adapts to frequent changes in the work environment
Uses equipment and materials properly
Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

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 quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.