



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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|---------------------------------------|--------------------------------|
| <b><i>Position Title:</i></b>         | Project Manager                |
| <b><i>Payroll/Personnel Type:</i></b> | 12 Month (Exempt)              |
| <b><i>Reports to:</i></b>             | Information Technology Officer |

**Position Summary:**

SLPS is currently in the process of making major technological advancements. Key projects underway involve the upgrade/expansion of enterprise-wide systems in a number of areas including a student management system; a SAP expansion involving HR, Financial and a Data warehouse. We are seeking an experienced individual who is competent and skilled in Project Management to assist the District in support of managing and leading these District-wide IT based initiatives.

**Essential Functions:**

- Develop project charters, plans and schedules.
- Establish appropriate risk, issue and project reporting mechanisms.
- Communicate project goals and impacts to stakeholders/project team.
- Manage project team during project.
- Coordinate project activities, including testing.
- Manage change control and version control of project documentation.
- Monitor and evaluate project progress against milestones and deliverables and report appropriately.
- Proactively inform business and IT managers of project risk and issues along with mitigation strategies.
- Make decisions and take action to ensure project is delivered.
- Facilitate communication about the project to all levels of the organization and project team.
- Contribute to and maintain standards, procedures and process manuals, and other documentation.
- Knowledge of project management methodologies, issues, risk management, project plan development, IT specifications, testing, quality planning, resource estimation and scheduling, change control process and communication planning.
- Performs other duties as assigned.

**Experience:**

- Master's degree in Educational Technology or related field
- Graduate level courses in Educational Technology or related field required
- Five years K-12 teaching experience required
- Teaching experience with adult learners required
- Ability to communicate and work effectively with diverse staff required
- Ability to implement a variety of teaching approaches using technology in the classroom preferred
- Effective integration of current software applications into daily teaching preferred
- Foundation in teaching-effectiveness principles preferred
- Ability to manage a complex workload, prioritize tasks and use good judgment preferred



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**Knowledge, Skills, and Abilities:**

- Effective negotiation skills
- Sound leadership and motivational skills
- Ability to meet milestones and delivery dates
- Communicates effectively written and verbally
- Demonstrate good interpersonal and people management skills
- Ability to influence and work through others where direct reporting relationships do not exist
- Demonstrated self-motivation, persistence and the ability to proactively manage own stress levels and those of others
- Ability to make hard decisions
- Comfortable working in a multi-cultural environment

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by individual(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Review/Approvals:**

|                          |               |                               |               |
|--------------------------|---------------|-------------------------------|---------------|
| _____<br>Employee        | _____<br>Date | _____<br>Immediate Supervisor | _____<br>Date |
| _____<br>Human Resources |               | _____<br>Date                 |               |

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***