



SDC Project Manager Job Description

About the Special Education Leader Fellowship:

The Special Education Leader Fellowship (SELF) aims to improve the quality of special education student outcomes by developing current and aspiring special education teacher-fellows and leader-fellows through a uniquely designed fellowship model. The Leader Fellowship is a two-year program which provides formal training sessions, leadership coaching, professional learning communities, peer program reviews and visits to exemplary programs across the country while the Teacher Fellowship is a year-long program which provides formal training sessions, professional learning communities, personalized coaching, and partners with national research-based instructional programs. In doing so, SELF accelerates the development of teachers and leaders to create outstanding special education programming in schools.

Position Summary:

The Project Manager is responsible for the strategic support of the Specialized Development Cohort (SDC) programming and internal operations. This role will support the development and facilitation of training content with the SDC School Support Specialist while also managing the behind-the-scenes processes to ensure that the SDC team and Teacher Fellows are set-up to achieve great outcomes for students. Specifically, this role is responsible for the following areas of work:

Position Responsibilities:

- Training and Development
 - Assist in the planning and delivery of high-quality professional development training sessions
 - Assist in the management of systems for artifact development
 - Support the development of rubrics and framework
- Training Session and Event Logistics
 - Collaborate with the Program Director on Fellow training sessions and oversee all logistical planning:
 - drafting the workplan
 - communicating with Fellows and Principals regarding session details and pre-work
 - organizing session materials for participants
 - booking travel for presenters
 - Manage the planning of national school visit trips: arranging hotels, airfare, and transportation
- Finance and Data Systems
 - Enter invoices into budget tracking platform (Coupa)
 - Track purchase order completion
 - Track budget expenses
 - File bills and reimbursements
 - Works with FirstLine Schools finance team to ensure all payments are processed
 - Establish and maintain data tracking systems for grant applications and reports and marketing materials
- Office Management and Special Projects
 - Manage and update organizational work plan of key dates, ownership of activities, and action steps
 - Manage system (Google Classroom) for pre-work, work products, and deadlines
 - Additional projects as needed
- Recruitment and Selection
 - Assist with the recruitment and selection of Cohort Participants
 - Build referral partnerships to ensure recruitment of quality candidates
 - Oversee branding and marketing plan of SELF's Specialized Development Cohorts

Reporting Relationship: SDC School Support Specialist reports to the SDC Program Director.

Education & Experience

- Bachelor's degree required
- Experience in project management, event planning, and/or administrative duties
- At least 5 years of professional working experience
- Teaching and/or operations experience in an urban school district
- Comfort with Google Suite (e.g. Drive, Docs, Sheets, Forms, Classroom, etc.)
- Experience with the New Orleans education landscape
- Excellent communication (written and verbal) and interpersonal skills

Desired Qualities & Characteristics:

- The ability to manage projects with a keen attention to detail and a strong aptitude to prioritize time efficiently
- An eagerness for continuous personal development and a history of executing on feedback to improve performance
- Ability to communicate clearly and effectively to both internal and external partners via e-mail and in-person
- Strong proactive problem-solving skills and the willingness to speak up when something can be done more effectively
- The ability to work independently to achieve agreed upon expectations
- Ability to attend evening and weekend events to oversee the logistics
- Share a commitment to creating great schools in New Orleans
- Model the SELF values of Belief, Responsibility, and Teamwork

Physical Requirements:

- While performing the duties of this job, the employee may be required to sit, walk, stand, talk, and hear.
- Light lifting of equipment may be required (up to 20 lbs.)

How to Apply: Please send your resume and answers to the below questions to hr@selfnola.org.

1. Why are you interested in working for SELF?
2. What makes you a strong candidate for this position?

Salary is competitive and commensurate with experience. SELF offers a comprehensive benefits package with a generous 403b plan.

SELF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.