

Technology Facilitator - Project Coordinator

Job Description



Job Title:	Technology Facilitator - Project Coordinator	FLSA:	Exempt
Reports to:	Executive Director of Network Infrastructure & Security	Pay Grade:	2167B
Dept./School:	Network Infrastructure & Security / Bamberg Resource Center	Calendar Days:	226
Contract:	Probationary/Term	Revised:	1.9.2024

Primary Purpose

The Project Coordinator works to assist project manager teams with the coordination of resources, equipment, meetings, and information. They organize projects with the goal of getting them completed on time and within budget.

Qualifications

Education/Certification:

- Associate's degree required
- Bachelor's degree in business or related field; or a degree in another field plus comparable experience preferred

Experience:

- Exceptional verbal, written, and presentation skills
- Ability to work effectively both independently and as part of a team
- Experience using computers for a variety of tasks
- Competency in Microsoft applications including Word, Excel, and Outlook
- Knowledge of file management, transcription, and other administrative procedures
- Ability to work on tight deadlines

Major Responsibilities and Duties

1. Maintain and monitor project plans and schedules, work hours, budgets, and expenditures using project management software
2. Organize, attend, and participate in stakeholder meetings
3. Document and follow up on important actions and decisions from meetings
4. Prepare necessary presentation materials for meetings
5. Ensure project deadlines are met
6. Determine project changes
7. Provide administrative support as needed
8. Undertake project tasks as required
9. Develop project strategies
10. Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project

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11. Assess project risks and issues and provide solutions where applicable
12. Ensure stakeholder views are managed towards the best solution
13. Chair and facilitate meetings where appropriate and distribute minutes to all project team members
14. Create a project management calendar for fulfilling each goal and objective

Policies, Reports, and Law:

15. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in the area of Information Technology Services.
16. Compile, maintain, file all reports, records and other documents as required

Professional Growth and Development:

17. Pursue continuous improvement and growth in knowledge of project coordination skills and advancements in information technology services
18. Utilize formal and informal learning mechanisms to increase skill set and acquire technology certifications
19. Use information provided through assessment instruments, the district appraisal process, and evaluate feedback from supervisors to improve performance
20. Attend training seminars and formal classes to remain constantly updated and knowledgeable of technological advances and ways of doing business

Other:

21. Perform other duties as assigned

Evaluation

The Project Coordinator's evaluation is a responsibility resting with the Project Manager of Technology. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Physical Demands/Environmental Factors: Work is primarily performed in an office environment with frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours

Tools/Equipment Used: Standard office equipment including laptop, cellular phone and peripherals.

Posture: Prolonged sitting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.