

JOB TITLE:	Project Manager- Operational Effectiveness	CLASSIFICATION:	Exempt	
REPORTS TO:	Superintendent	PAY GRADE:	ADM	Pay Grd /235 Days
LOCATION:	Administration	DATE REVISED:	June 1, 2026	

Project Manager:

The Project Manager - Operational Effectiveness serves as a districtwide project leader responsible for planning, coordinating, and executing high-priority operational and strategic initiatives that advance Beaumont ISD's mission and organizational goals. The role ensures that complex projects move from concept to implementation through disciplined planning, cross-functional collaboration, stakeholder engagement, and continuous monitoring.

The Project Manager operates as both a systems thinker and implementation leader, working across departments to coordinate initiatives, remove barriers, monitor progress, and ensure successful execution. This position plays a critical role in helping district leadership manage organizational change, improve operational performance, and maintain alignment between district priorities and day-to-day execution.

Reporting to the Deputy Superintendent of Organizational Effectiveness, the Project Manager works closely with district leaders, campus administrators, architects, contractors, consultants, community stakeholders, and external partners to coordinate projects that strengthen district operations and support student success.

QUALIFICATIONS:

Education

- Bachelor's degree in Business Administration, Public Administration, Project Management, Organizational Leadership, Education, or a related field required.
- Master's degree preferred.
- Project management certification or experience leading complex projects preferred.
- Three to five years of experience in project management, operations, facilities planning, organizational improvement, educational administration, or a related field preferred

PRIMARY ROLES AND RESPONSIBILITIES

Project Leadership and Implementation

- Lead and coordinate districtwide projects from planning through implementation and evaluation.
- Develop project scopes, timelines, milestones, deliverables, communication plans, and success metrics.
- Monitor implementation progress and proactively identify and resolve barriers to successful completion.
- Coordinate project teams and ensure alignment among departments and stakeholders.
- Prepare executive reports, presentations, dashboards, and progress updates for district leadership and the Board of Trustees

Facilities and Transition Planning

- Coordinate operational planning associated with campus openings, closures, relocations, consolidations, and grade-level reconfigurations.
- Support facilities utilization studies, long-range planning efforts, and capital improvement initiatives.
- Collaborate with district departments, architects, contractors, and consultants to support facility-related projects.
- Ensure smooth transitions for students, staff, and families during major operational changes.

Strategic Initiatives and Organizational Improvement

- Support implementation of district strategic priorities and special initiatives.
- Facilitate cross-departmental projects designed to improve efficiency, effectiveness, and service delivery.
- Assist in organizational change management efforts and implementation planning.
- Research best practices and recommend innovative solutions to operational challenges.

Stakeholder Engagement and Communication

- Coordinate stakeholder meetings, community engagement sessions, and project planning activities.
- Develop communication materials that provide clear and timely updates regarding district initiatives.
- Build collaborative relationships with internal and external partners to support successful project outcomes.
- Serve as a liaison among departments, campuses, vendors, consultants, and community stakeholders.

Data, Reporting, and Accountability

- Develop and maintain project tracking systems, implementation dashboards, and performance measures.
- Monitor project outcomes, implementation fidelity, and organizational impact.
- Analyze project data and provide recommendations for continuous improvement.
- Ensure leadership has timely and accurate information regarding project status and risks.

EXAMPLES OF PROJECTS

Projects may include, but are not limited to:

- Campus openings, closures, relocations, and consolidations
- Student and staff transition planning
- Attendance boundary and grade configuration changes
- Facilities utilization and long-range planning initiatives
- Capital improvement and bond-related projects
- District strategic plan implementation
- Operational efficiency and process improvement initiatives
- New program implementation and organizational change efforts
- Safety and security initiatives
- Community engagement and stakeholder communication projects
- Superintendent and Board-directed special projects

CORE SKILL SET

Project Management

- Demonstrates strong planning, organization, execution, and follow-through.
- Effectively manages multiple complex projects simultaneously.

- Establishes clear accountability systems and implementation structures.

Operational Analysis

- Evaluates systems and processes to identify opportunities for improvement.
- Uses data and evidence to guide decisions and recommendations.
- Maintains focus on outcomes and measurable results.

Communication and Collaboration

- Communicates clearly with diverse stakeholder groups.
- Facilitates productive meetings and collaborative problem-solving.
- Develops professional reports, presentations, and executive communications.

Change Management

- Supports leaders and stakeholders through organizational change.
- Anticipates implementation challenges and develops mitigation strategies.
- Builds consensus while maintaining momentum toward project goals.

OPERATING EXPECTATIONS FOR BISD

Operating Expectation 1: Focus on Results

Success is measured by implementation, outcomes, and organizational impact—not activity alone.

Operating Expectation 2: Create Clarity

Every project should have clearly defined goals, timelines, ownership, and accountability measures.

Operating Expectation 3: Surface Risks Early

Potential barriers, delays, and concerns are identified and communicated before they become larger organizational challenges.

Operating Expectation 4: Maintain Alignment

Projects remain aligned to district priorities and strategic objectives.

Operating Expectation 5: Ensure Follow-Through

Commitments are monitored, tracked, and completed with fidelity.

Operating Expectation 6: Build Sustainable Systems

The focus is on creating long-term solutions and processes rather than temporary fixes.

Operating Expectation 7: Reduce Complexity

Processes, communication, and implementation plans should be as clear and efficient as possible.

Operating Expectation 8: Maintain Professional Credibility

The Project Manager demonstrates reliability, responsiveness, preparation, and professionalism in all interactions.

Working Conditions:

Mental Demands:

- Maintain emotional control under stress and exercise sound judgment in urgent or sensitive situations

Physical Demands/Environmental Factors:

- Frequent travel throughout the district and community
- Occasional evening and weekend meetings or events
- Ability to manage multiple priorities and deadlines in a dynamic environment.

The above statements describe the general purpose and responsibilities assigned to the job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Approved by Immediate Supervisor:	Date:
Reviewed by HR Director:	Date:
Received by Employee:	Date:

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