



<i>Position</i>	Strategic Projects Specialist
<i>Location</i>	District Office
<i>Department</i>	Business Office
<i>Reports To</i>	CSBO
<i>Qualifications</i>	<p>Bachelor's degree.</p> <p>Familiarity with the challenges and needs specific to public high school districts preferred.</p> <p>Ability to organize long-term strategies and translate them into actionable plans.</p> <p>Excellent written and verbal communication skills, with an emphasis on clear, concise reporting and presentation skills.</p> <p>Ability to communicate across multiple platforms.</p> <p>Strong problem-solving and analytical abilities to assess challenges and recommend effective solutions.</p> <p>Exceptional organizational and time-management skills, with the ability to manage multiple projects simultaneously.</p> <p>Familiarity with educational technology and digital learning tools.</p> <p>Ability to collaborate with a variety of stakeholders to execute the district's vision of Every Student Succeeds.</p> <p>Ability to work independently with minimal supervision.</p> <p>Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.</p>
<i>Position Summary</i>	<p>We are seeking a dynamic and innovative Strategic Projects Specialist to join our district office team. This position is crucial in enhancing the operational efficiency of Morton District 201. The candidate will be responsible for supporting the CSBO in planning, implementing, and coordinating both short- and long-term projects,</p>

	as well as helping to identify and solve problems that impact the district's functionality and growth.
<i>Essential Duties and Responsibilities</i>	<ul style="list-style-type: none"> • Project Planning and Implementation Support: Support the planning and execution of both short-term and long-term projects within the district, helping to ensure they align with the District's strategic goals. • Problem Identification and Resolution: Proactively support the identification of challenges affecting the district's operational functionality and develop effective solutions. • Project Coordination: Support, as directed by CSBO, all aspects of project coordination, including resource allocation, timeline management, and quality control. • Cross-Functional Collaboration: Work closely with various stakeholders to support cohesive project progress and success. • Strategic Analysis and Reporting: Conduct strategic analysis of ongoing projects and provide comprehensive reports to the CSBO. • Asset Management: Utilize and/or upgrade current system to effectively catalog all District assets. • All other duties as assigned.
<i>Terms of Employment</i>	12 Month Non-Bargaining
<i>Evaluation</i>	Annual
<i>Compensation</i>	\$40,000

<i>Physical Demands</i>
This position requires the ability to sit for extended periods of time, stand for long periods of time and move to multiple locations on multiple floors in one day. There is some bending, lifting, carrying, stair climbing, twisting; you must be able to lift up to 30 pounds. This position requires using a computer and looking at a computer screen for extended periods of time. This position requires using the telephone, district platforms, and/or social media for communication.

<i>Work Environment</i>
The work environment is a dynamic and multifaceted one. It often involves a combination of working in an office environment and visiting various sites both within and outside the district. It may require travel to on-site project locations.

<i>Updated</i>
February 9 th , 2026