DURHAM PUBLIC SCHOOLS JOB DESCRIPTION

Job Title: Innovative Partnership Grant (IPG) Project Manager

Organization: W. J. Brogden Middle School

Reports To: Principal

Salary: Determined by state Assistant Principal salary scale, local supplement

Status: Temporary, 12 months, Certified, Nonexempt

Supervises: N/A

POSITION PURPOSE:

The IPG Project Manager will work directly with administrators, instructional coaches, teachers, and students to provide evidence-based school improvement practices. Specifically, the IPG Project Manager contributes to increasing overall school performance by ensuring educational leaders and teachers look at multiple measures and use data to improve academic and behavioral outcomes for students. In concert with the Principal, the IPG Project Manager works closely with, and is a member of, the Leadership Team and communicates expectations to staff on how to meet both the academic and social emotional learning needs of students. Additionally, the IPG Grant Manager assists the Principal in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of computer skills specifically e-mail, Microsoft Office, and instructional technology;
- Extensive knowledge of best practices to ensure the academic growth of all students;
- Extensive knowledge of school-based management practices, curriculum, organizational patterns, school operations, and student services;
- Extensive knowledge of the evaluation process of professional staff;
- Excellent customer service skills;
- Effective written and verbal communication skills;
- Critical thinking and problem solving skills;
- Ability to complete complex tasks and minimize errors with attention to detail;
- Ability to maintain a highly motivated staff by providing a healthy and safe work environment and by communicating with employees in an honest, fair, and timely manner using sound judgment;
- Ability to establish and maintain effective working relationships with school system staff, students, parents, and the community
EDUCATION, TRAINING, AND EXPERIENCE

- Successful classroom teaching experience
- Master’s Degree in Education, Educational Administration, Curriculum & Instruction or related field – Required
- Minimum of 5 years of experience working in an educational capacity, including a combination of supervision and/or other educational leadership position – preferred
- Minimum of 3 years of experience as an assistant principal and/or principal – preferred

CERTIFICATION AND LICENSE REQUIREMENTS

- Must hold or be eligible for a North Carolina Teacher License
- Hold or be qualified to hold a North Carolina Professional Educator’s License for School Administrator/Principal.

PREFERRED QUALIFICATIONS:

- Experience working in or supporting high needs schools;
- Knowledge of and experience with the North Carolina Education Evaluation System (NCEES) for evaluating professional

WORKING CONDITIONS:

PHYSICAL ENVIRONMENT

Must be able to use a variety of office equipment such as computers, scanners, and copiers. Must be able to communicate effectively. At times requires the ability to lift, carry, push, pull or otherwise move objects up to ten pounds. Due to the amount of time spent standing and/or walking, physical requirements are consistent with those for light work.

WORK ENVIRONMENT

Must be able to work in a school environment and come into direct contact with school system staff, students, parents, and the community. Travel required both in and outside of Durham County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the school Administrative/Leadership Team and assists the Principal in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.
2. Assists with implementation of the Innovation Partnership Grant.
3. Monitors daily school operations that are related to Innovation Partnership Grant to provide constant feedback on progress to LEA/Innovation Partnership Grant Coordinator and Principal
4. Assists with the development of a master schedule and related duty assignments; assists with student orientation and registration activities.
5. Assists in the preparation and management of the school budget and allocations according to local, state, and federal policies and regulations; works to involve school staff in setting budget priorities.
6. Provides direction to school staff in implementing goals and plans to ensure that procedures and schedules are implemented to carry out the total school program.
7. Ensures that school based staff are aware of Durham Public School’s Board of Education policies.
8. Ensures the school is compatible with the legal, financial, and organizational structure of the school system.
9. May be responsible for coordinating the development and implementation of a school discipline policy that is consistent with the Durham Public Schools board policy on Student Rights and state law.
10. Ensures the School Improvement Plan is followed and reviewed throughout the school year; implements a system for regular self-assessment and following through by adjusting to the School Improvement Plan.
11. Assists with ensuring that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program.
12. Observes and provides quality feedback to teachers for growth as directed by the Principal in a timely manner.
13. Identifies effective teaching and learning strategies with the ability to convey the impact of effectiveness to the change process.
14. Engages school staff in evidence-based school improvement practices that increase capacity and leads to a high performing learning organization.
15. Models effective instructional strategies to improve teacher practice.
16. Works with teachers and school leadership to review performance data and develop priorities for professional needs to increase student achievement and behavioral outcomes.
17. Supports teacher-leaders and school leadership through reflective practice to enhance leadership effectiveness.
18. Establishes and maintains relationships with the parent-teacher organization and other community organizations to ensure ongoing, two-way communication and initiate activities, which foster parent and community involvement.
19. Attend /represent instructional staff at NCDPI meetings which focus on Innovative Partnership Grant implementation.
20. Serve as a liaison, as needed, between the instructional staff, Principal, and LEA / IPG Coordinator.
21. Monitor daily school operations that are related to the Innovative Partnership Grant and be prepared to provide constant feedback on progress to LEA / IPG Coordinator, Principal, and State Officials upon request.
22. Designs, delivers, and facilitates differentiated professional development opportunities that support school staff growth and improvement, including those that are new to the field.
23. Any other duties as assigned by the Principal.

STATEMENT OF PURPOSE

This document provides descriptive information about the above Durham Public Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Durham Public Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.

Update:  
Anthony White  
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Dr. Danielle Jones  
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