



DIRECTOR OF SPECIAL PROJECTS

Supervisor: Superintendent	FLSA Status: Exempt
Department: Office of the Superintendent	Terms of Employment: 260 Days; 8 hours/day
Supervises: Assigned Staff	Position Type: Full-Time

Nature of Work

This position works closely with the Superintendent in safety/security, social and emotional support, Title IX, research design, marketing/public relations, evaluation of projects and reports; business partnerships; quality process review and continuous improvement. This position reports directly to the Superintendent.

Duties and Responsibilities

- Design and conduct research projects aligned with district initiatives as relevant and as requested by the Superintendent.
- Work under the direction of the Superintendent of Schools in interpreting public opinion about education issues and the school district and in developing and implementing policies and procedures that promote good public relations.
- Oversee the implementation of the district's strategic plan.
- Work under the direction of the Superintendent as an information liaison between the school district and various advisory, business, and community organizations.
- Maintain a current mailing list of residents and community members, groups, and organizations with an interest in education.
- Collaborate with outside organizations to provide safety training for the district.
- Keep informed about current trends and best practices in education, especially those that align with school district initiatives.
- Contribute to regular social media and public relations postings.
- Prepare research reports and compile results of data analysis and surveys as relevant and requested by the Superintendent.
- Administer social and emotional training and support for the district.
- Oversees safety and security for the district.
- Work with each campus to develop a school safety and security plan.
- Provides oversight for all fundraising.
- Coordinates and oversees the District's established initiatives.
- Heads the marketing team and serves as the point of contact for public relations.
- Serves as the District's Title IX Coordinator.

- Work under the direction of the Superintendent to evaluate district, school, and department/grade level continuous improvement plans.
- Work with the Director of Academics to align the respective state and federal applications and programs with district initiatives and the total K-12 curriculum.
- Agrees to fulfill performance responsibilities in assigned location(s).
- Works under the direction of the Superintendent to identify potential grant sources, solicit grant proposals, complete grant applications, and monitor and evaluate the implementation of grants, especially those that align with school district initiatives.
- Attends required professional development training.
- Exhibits professionalism by maintaining good attendance and adhering to assigned work schedule.
- Serves as a member of the Superintendent's Cabinet.
- Supervises and evaluates assigned personnel (e.g., operations staff etc.) for the purpose of ensuring their department and individual performance objectives are met.
- Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.
- Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
- Working outside of work schedule may be required.
- Adhere to educational guidelines as defined by the New Mexico Public Education Department.
- Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
- Comply with the Code of Ethics, School Board Policy, administrative directives, local, state, and federal, regulations, rules, and statutes.
- Perform such other tasks as may be assigned within the parameters of the job description and job analysis.

Minimum Qualifications

1. Master's degree in Educational Administration, Educational Leadership, or Curriculum and Instruction.
2. Five (5) years of administration experience

Preferred Qualifications

1. New Mexico Level Three-B Administrator License.
2. Five years of school administration experience.

Knowledge, Abilities, and Skills

Knowledge of: best practices and research curriculum, assessment, and instruction; district policies and state/national legislation regarding curriculum and instruction; program evaluation; curriculum development.

Ability to: perform a variety of duties and responsibilities timely and with accuracy to meet deadlines and to ensure achievement of goals and objectives; research and compile applicable information and maintain accurate records; analyze trends and statistical information to prepare and present accurate, timely, and reliable reports containing findings and/or recommendations; read, understand, interpret, and ensure compliance with a variety of standards, policies, procedures, rules, and regulations governing related activities, programs, and functions; communicate appropriately and effectively orally and in writing; firmly and impartially

supervise, coach, counsel, mentor, lead, and direct the activities of assigned staff; use initiative and independent judgment within established procedural guidelines; respond timely and effectively to issues of concern; establish and maintain effective and appropriate working relationships with employees, other agencies, and the public to appropriately address, resolve, prevent, or minimize issues and items of concern; work successfully with teachers in the development and revision of PreK-12 curriculum.

Skills in: analyzing issues, evaluating alternatives, and making logical recommendations based on findings to address concerns and/or make recommendations to improve programs, policies, processes, procedures, and methods; processes, procedures, and applicable rules and regulations; reading, interpreting, and communicating policies, regulations, and technical information; reviewing, preparing, evaluating, and verifying relevant records, reports, calculations, documentation, and presentations; maintaining complete and accurate records; effectively managing and leading staff, and delegating tasks; interpreting technical instructions and analyzing complex variables; operating a personal computer with installed generic and specialized software; assessing and prioritizing multiple tasks, projects, and demands to ensure achievement of goals and objectives.

Licenses and Certifications

Valid NM Driver’s License

Environmental and Physical Factors:

Work is performed in a standard office environment. Light physical demands; frequent use of a personal computer and standard office equipment.

Work Situation Factors

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Regular attendance is an essential function of this job to ensure continuity of services.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Performance of this job will be evaluated in accordance with the provisions of the Cobre Consolidated Schools Board of Education’s policy on evaluation of professional personnel.

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law.