**JOB DESCRIPTION**

**Park Hill School District**

**Lead Technology Project Facilitator**

Purpose Statement

The purpose of the Lead Technology Project Facilitator is to lead multiple large-scale projects simultaneously within a portfolio of technology projects. The Lead Technology Project Facilitator is responsible for designing, planning, executing, and transitioning a variety of projects; participating in planning and priority setting; monitoring project performance; communicating effectively with all stakeholders; working as part of a team; providing creative solutions for technical needs; administering project management tools; and providing general support as needed.

This job reports to the Manager of Projects and Training.

Essential Functions

* Adhere to and facilitate projects and project work for the purpose of supporting departmental and organizational goals.
* Assist in the identification of solutions for identified processes and/or projects to meet customer requests and/or solve problems.
* Coordinate training related to project work to ensure users are sufficiently prepared to utilize district solutions.
* Coordinate tasks across multiple teams to support project work.
* Develop presentations and reports to communicate progress and process of departmental actions.
* Establish and maintain a usable and well-communicated schedule for all phases of a project.
* Forge trusting relationships with department and district staff for the purpose of providing project leadership.
* Gather information and ideas for program development to ensure continual monitoring of district needs.
* Identifies and builds key relationships within Technology Services and across Park Hill School District to support successful execution of projects.
* Identifies project requirements and evaluates deliverables to ensure high quality results and customer acceptance.
* Lead training internal Technology Services staff on project management processes and strategies to ensure consistency in approach.
* Manage and administer web-based project management system.
* Manage stakeholders and project team members to design effective solutions and establish associated project timelines and budgets that allow for the delivery of the most strategic functionality within project constraints.
* Oversee assigned personnel work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
* Participate in the development, maintenance and publication of project management standards and guidelines to ensure consistency in process.
* Plan, organize, direct and control multiple technology driven projects simultaneously
* Set goals and manage schedules and scope to ensure projects are completed in expected timeframes.
* Supervise and evaluates assigned personnel for the purpose of maintaining necessary staffing, enhancing productivity, and ensuring desired outcomes are achieved.
* Track and maintain metrics of all deliverables, assess effectiveness, and provide recommendations for improvement for the purpose of evaluating project success.
* Work collaboratively with technology staff and stakeholders for the purpose of ensuring district needs are met.

Other Functions

* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform tasks simultaneously with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform job functions include: planning and managing multiple projects simultaneously; excellent customer service; effective oral, written and interpersonal communication skills; supervisory skills, technical aptitude; energy, drive and perseverance along with executive presence and tolerance for complexity.

KNOWLEDGE is required to understand technical information; compose written documents; facilitate group discussions; solve problems and use critical thinking to make decisions in a timely manner. Specific knowledge-based competencies required to satisfactorily perform the job functions include: project management and process improvement techniques and tools; and experience in/understanding of educational technology in a school system.

ABILITY is required to use job-related equipment and technology; schedule activities; and coordinate people. Flexibility is required to work with others in a variety of circumstances. Ability is also required to work with diverse individuals and groups. Problem solving, decision making, sound judgment and assertiveness is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform job functions include: developing strong working relationships; communicating with persons of diverse technical knowledge and skills; providing clear direction; setting priorities; being detail oriented; managing projects with minimal supervision; and being solutions oriented.

Responsibility

Responsibilities include: working under limited supervision; following standardized practices and/or methods; leading, supervising, guiding and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience**

Job related experience within a specialized field is required. At least one year experience working in an educational environment is preferred.

**Education**

Bachelors degree in job-related area.

**Clearances**

Criminal Justice Fingerprint/Background Clearance