

POSITION TITLE: Instructional Projects Coordinator

GRADE LEVEL/TERMS OF EMPLOYMENT: Grade 125/ twelve-month (260 days) contract position with excellent benefits

FLSA STATUS: Exempt

WORK LOCATION: ICTS

IMMEDIATE SUPERVISOR: Director, Technology Services

GENERAL DESCRIPTION:

Under the direction of the Director Technology Services, manages all aspects of technical planning, development and implementation of instructional technology projects.

Continuously demonstrates a superior ability to cultivate project awareness and user satisfaction. Maintains a professional, forward thinking attitude towards customer service and demonstrates an ability to be an effective communicator and problem solver. Provides training and technical support to system users. Creates and implements project plans and may serve on various project teams and technical committees. May serve as a project manager responsible for scheduling and tracking of both project and core activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops an effective plan for controlling the project scope, schedule and cost baseline, and monitors project execution to ensure that the plan is being followed;
- Communicates project information to the project team and to appropriate project stakeholders. Works with cross functional project teams to facilitate project implementation;
- Produces deliverables by the due date established;
- Provides coordination and overall administrative support for assigned project;
- Establishes, leads, facilitates and/or coordinates project meetings including, but not limited to, kickoff meetings, requirements gathering meetings, development/construction meetings, status meetings, closeout meetings and lessons learned meetings;
- Documents meeting agendas and meeting minutes;
- Monitors project plans and schedules.
- Authors and edits project management and end-user documents;
- Tracks project issues, change requests, project budgets, and other project tracking items. Maintains project repository and version control for documentation;
- Provides assistance to department or site management regarding technology implementation;
- Creates and presents project review documents to senior management;
- Performs other job related duties.

QUALIFICATIONS:

- Bachelor's degree in business administration, information systems, or a related field;
- Demonstrated knowledge of principles, practices and practical applications of project management techniques and methodologies;
- Ability to perform technical problem and data analysis to manage complex projects;
- Ability to explain technical concepts to non-technical users;
- Must possess a general awareness of the instructional standards, methods, materials, and terminology commonly used in the Virginia K-12 setting;

- Must have excellent organizational and presentation skills.

GENERAL DEFINITION AND CONDITIONS OF WORK: Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.