

Union County Educational Services Commission
Job Description

Job Title: Supervisor of Special Projects

Reports To: Superintendent

Terms of Employment: Full-Time, 12-Months

Scope of Position:

The Supervisor of Special Projects is responsible for working with the IT Manager to supervise all aspects of the IT Department; overseeing the district website; facilitating the work of the media specialists; working with schools and departments to research and write grant proposals; and promoting district and school initiatives.

Qualifications:

1. Earned Master's Degree in educationally relevant field of study from an accredited college or university.
2. Standard Certificate for Supervisor, Principal or School Administrator issued by the New Jersey Department of Education.
3. Minimum of three to five years of employment experience in a public school district as a teacher, administrator, public relations officer, or other related profession preferred.
4. Proficiency with a Finalsite Website and Communications Platform and best practices for maintaining a district website.
5. Experience with researching and writing grant proposals.
6. Proven ability to maintain organized and accurate records, work independently, manage multiple tasks simultaneously and complete assignments within strict timelines.
7. Highly effective communication and interpersonal skills needed to relate well with administration, teachers, support staff and members of the local community.

Responsibilities:

Supervision of the IT Department

1. Develop, implement, and oversee procedures for the IT Department in collaboration with the Technology Manager.
2. Work with the building principals and the district Webmaster to create content for the district website and all district publications.

Website and Grant Writing

1. Oversee the design and implementation of a robust and engaging website that serves to inform students, parents, staff and the community about district schools and programs.
2. Recruit input and feedback concerning the content and display of web pages and social media sites through regularly scheduled meetings with principals, directors, and other staff.
3. Coordinate the preparation, design, and posting of all district publications, new releases, current events and other information to highlight student accomplishments.
4. Provide guidance and feedback to the media liaisons in all aspects of their jobs.
5. Research new grant or supplemental funding opportunities.
6. Work with district, schools, and departments to prepare and submit grant applications.
7. Make recommendations to the district administration policies and procedures to enhance the effectiveness of school and district communications.
8. Manages the school district's instant alert system.
9. Performs other duties as assigned by the Superintendent.

Board Approved: