

Job Description: Project Manager

Organizational Overview

SchoolWorks is an educational consulting group whose mission is to build the capacity of educators and educational organizations to advance all aspects of student learning and well-being. We represent a diverse client base including departments of education, school districts, charter school authorizers, charter management organizations, charter schools, district schools, K-12 service providers and foundation, and individual practitioners.

We know that the largest driver of our success is the people who work in our organization every day. Our staff have an immediate impact on our ability of reaching our mission and changing the lives of our students. We strive to attract, develop, and retain a team that is diverse by race, ethnicity, culture, income background, gender, sexual identity, and a variety of other factors. See our statement on diversity [here](#).

Research has shown that people of color and women are less likely to apply for jobs if they don't believe they meet every one of the qualifications described in a job description. Our highest priority is finding the best candidate for the job. We encourage you to apply, even if you don't believe you meet every one of our qualifications described or you have a less traditional background.

Role Overview

The Office of Strategic Transformation (OST), within the Massachusetts Department of Elementary and Secondary Education (ESE), is tasked with supporting schools and districts in state receivership as well as managing special projects as assigned by the Commissioner of Elementary and Secondary Education. SchoolWorks is looking to select a candidate who will work with OST to oversee a statewide initiative to certify interpreters for the educational setting. This exciting new initiative will increase equitable access to schools to all families, regardless of their native language. SchoolWorks seeks to hire a Project Manager who will work within OST and have primary responsibility for coordination and project management necessary for this workstream.

Role Responsibilities

- Support the strategic development of a novel program designed to develop a process to certify interpreters to work in the educational setting
- Provide project management required to advance project goals
- Develop relationships and manage communication with vendors and districts to ensure high-quality processes and outcomes and provide supervisor with ongoing status updates related to project milestones and vendor performance
- Manage competitive grant and procurement processes
- Maintain necessary databases and tracking systems for vendors and participants who earn an interpreter credential
- Manage communication and dissemination systems to provide information to schools and districts regarding requirements for certified interpreters and training opportunities
- Other duties as assigned

Additionally, the Project Manager may be asked to support additional projects within OST as needed. This may include:

- Assist in writing a variety of communications with various intended audiences, including the Board of Elementary and Secondary Education, ESE Senior Leadership, and district leaders. Documents are inclusive of, but not limited to, grant and procurement documents, official letters, email communication, etc.

- Prepare and/or review reports for accuracy, completeness, and content for compliance with established regulations and procedures
- Assist in planning, scheduling, and coordinating calls and meetings internally and externally through communication with district contacts and organizational partners
- Data analysis, primarily review of achievement data
- Other duties as assigned

Competencies and Qualifications

The exceptional candidate will be required to have:

- Demonstrated project coordination skills with high attention to detail
- Excellent written communication skills
- Ability to multi-task and adapt quickly to changing needs and priorities
- Bachelor's Degree
- Commitment to equity, in particular racial equity, and understanding of the importance of language access in schools as a lever to advance educational equity

Additional preferred competencies/qualifications (not expected that all candidates will meet all of these qualifications)

- 2-3 years of project coordination/management experience
- Successful management of complex projects involving multiple organizations
- Ability to create high-quality products with minimal oversight and manage time effectively and efficiently
- Understanding of translation and interpretation training programs and/or credential processes

Compensation and Location

This is a full-time, exempt position, which will report to the SchoolWorks Project Manager, Director of Project Management or President as well as the Targeted Assistance Manager within the OST. The position is hybrid, both in person at ESE in Malden, MA and working from home each week. Compensation will be commensurate with experience, ranging from \$75,00-\$95,000.

Questions?

Please contact ssos@schoolworks.org.

SchoolWorks is an equal opportunity employer.