
MANAGER OF SPECIAL PROJECTS

Background

The Special Projects Manager reports directly to the Assistant Superintendent - Board Relations, Communications, Curriculum, Instruction and Assessment. The role requires attention to detail, timelines, reporting, and ensuring excellence in execution and project management. The focus is to provide coordination and assistance in development and implementation of new and existing initiatives. The role is project intensive, as it requires managing multiple projects at one time.

Procedures

The Manager of Special Projects is responsible for:

1. Project Management
 - 1.1 Organizes the appropriate documentation and reporting mechanisms to ensure timely progress, budget adherence, risk adjustment and team communication.
 - 1.2 Works directly with the Assistant Superintendent - Board Relations, Communications, Curriculum, Instruction and Assessment to ensure each project is being forwarded in accordance with its strategic objectives.
 - 1.3 Ensures all related parties to the project are updated weekly with appropriate communications and reports that track progress.
 - 1.4 Documents updates as to whether tasks assigned on each project are: on track, behind or ahead, on budget, and then bringing attention to the required next actions to move that project forward.
 - 1.5 Maintains all records, documentation, and communications collectively within the Division's Team Drive to ensure visibility of project movement, pivots, and adjustments.
 - 1.6 Attends all project meetings and provides relevant communications and project movements to the Assistant Superintendent - Board Relations, Communications, Curriculum, Instruction and Assessment.
 - 1.7 Delivers accountability updates to the Assistant Superintendent - Board Relations, Communications, Curriculum, Instruction and Assessment.
 - 1.8 Maintains project information in the Division's Team Drive.

1.9 In collaboration with the Assistant Superintendent - Board Relations, Communications, Curriculum, Instruction and Assessment, keeps projects within set budgets. Frequently reviews budget and plans ahead to avoid massive budget overruns.

2. Policy

2.1 Ensures the application of Board Policy and Division Administrative Procedures as required in the performance of duties.

3. Organizational Management

3.1 Within areas of responsibility, demonstrates effective organizational skills resulting in compliance with all legal, Ministerial and Board mandates and timelines, and adherence to Assistant Superintendent - Board Relations, Communications, Curriculum, Instruction and Assessment directives.

3.2 Contributes to a Division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-oriented, collaborative and cohesive fashion.

4. Superintendent and Senior Administration Relations

4.1 Establishes and maintains positive, professional working relations with the Superintendent and Senior Administration.

4.2 Respects and honours the Superintendent and Senior Administration Roles and Responsibilities.

4.3 Provides information, which the Superintendent and Senior Administration requires, to perform their roles in an exemplary fashion.

5. Leadership Practices

5.1 Practices leadership in a manner that is viewed positively and has the support of those with whom they work in carrying out the Superintendent and Senior Administration's expectations of the Division.

5.2 Exhibits a high level of personal, professional, and organizational integrity.

5.3 Develops and implements a personal professional growth plan for their ongoing professional improvement.

6. Duties as Assigned.

Reference: Section 11,33,52,53,68,196,197,204,222,225 Education Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act

Approved: July 3, 2020