

## **JOB DESCRIPTION**

## **TRENTON BOARD OF EDUCATION Unaffiliated Position Technology Project Manager**

**JOB TITLE:** Technology Project Manager

**REPORTS TO:** Executive Director Technology and Innovation

**SUPERVISES:** No supervisory responsibility

### **NATURE AND SCOPE OF JOB:**

Entry-Level Project Manager within our School District Technology Department, will ensure the efficient functioning of departmental operations and projects. Will be responsible for managing documents, requisitions, purchasing activities for departmental items, maintaining and updating departmental deadlines, calendars, project progress, and updating budget sheets. In addition to project management tasks, clerical tasks will also be expected in this role.

### **QUALIFICATIONS:**

Qualifications of Technology Project Manager include:

1. High School Diploma, Associates degree or higher preferred.
2. Strong organizational skills and attention to detail.
3. Excellent written and verbal communication skills.
4. Proficiency in Microsoft Office Suite and Google Workspace.
5. Ability to multitask and prioritize tasks effectively in a fast-paced environment.
6. Previous experience in project management, document management, purchasing, or administrative assistant roles is a plus.
7. Familiarity with project management principles and tools (e.g., Asana, Trello, or Microsoft Project) is desirable.
8. A proactive and collaborative approach to problem-solving.

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

Technology Project Manager

Oversee All Data Department Operations

1. Coordinate the planning, execution, and completion of technology projects within the department.
2. Work closely with project teams to define project scope, objectives, and deliverables.
3. Develop project plans, schedules, and budgets, and ensure adherence to timelines and resource allocations.

4. Maintain and organize electronic and physical documents related to technology projects, purchases, and departmental operations.
5. Ensure documents are accurately labeled, stored, and accessible to relevant team members as needed.
6. Initiate requisitions for departmental items, equipment, and supplies, adhering to budgetary guidelines and procurement policies.
7. Collaborate with vendors to obtain quotes, negotiate prices, and facilitate the purchasing process.
8. Update budget sheets with procurement expenses, ensuring accuracy and alignment with allocated funds.
9. Monitor delivery schedules and ensure timely receipt of ordered items.
10. Maintain and update departmental calendars with project milestones, deadlines, meetings, and other relevant events.
11. Coordinate scheduling for departmental meetings, training sessions, and presentations.
12. Track the progress of ongoing technology projects, including milestones, timelines, and resource utilization.
13. Communicate project status updates to stakeholders and team members on a regular basis.
14. Identify and address any issues or delays that may impact project timelines.
15. Serve as a liaison between the technology department and other district departments, vendors, and external stakeholders.
16. Facilitate effective communication and collaboration among project teams to ensure smooth project execution.
17. Assist in the preparation of reports, presentations, and documentation for departmental meetings and presentations.
18. Other duties assigned by the Executive Director of Educational Technology or designee

**EMPLOYMENT TERMS:**

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for confidential/unaffiliated employees.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

**EVALUATION:**

The Technology Project Manager shall be evaluated in accordance with Board of Education Policy.

Board Approval Date –March 25, 2024