



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director Special Projects & Initiatives** FLSA Status: **Exempt**
 Job Family: **Administrative** Pay Range: **H**
 Prepared/Revised Date: **June 14, 2022** Job Code: **32460**

SUMMARY: Responsible for directing, organizing, and coordinating special projects in the District, as determined by the superintendent. Duties include lead the design, coordination, and planning associated with bond and mill levy election efforts including capital asset inventory and associated maintenance schedules. Design and conduct public engagement opportunities for all PSD stakeholders to build partnerships with public and private entities through designed outreach efforts that serve to strengthen both PSD and the community. Maintain and strengthen practices to encourage and allow for engagement with people from a variety of cultures, backgrounds, and experiences, support the communication of district goals by being a PSD brand ambassador.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Plan, lead, conduct, and report out on community engagement activities in support of district priorities and Board Ends.
2. Engage stakeholders in the work and development of the PSD Strategic Planning process including priority goal areas, boundary changes, and initiative engagement.
3. Lead communication and engagement efforts for bond and mill levy override elections.
4. Coordinate the work of the community arms of the district.
5. Participate actively in the community's committees (business groups, Chamber of commerce, etc.).
6. Provide summary of information and reports to the superintendent and cabinet.
7. Lead and support special projects as assigned by superintendent.
8. Support superintendent in fulfilling community relationship obligations, keeping two-way communication and dialogue open with community leaders.
9. Provide support to departments and sites for work in Collaborative Operating system model.
10. Maintain community relationships, recommend policy changes to support partnerships, and aid district in avoiding undo risk with support of district staff.
12. Maintain confidential data records, files, and databases.
13. Attend work and arrive in a timely manner.
14. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Five years' experience as a school leader. Teaching experience preferred. Experiences with the systems and processes of PSD. Experience in employee relations, or other related areas, including staff and process oversight, experience with mediation, alternative dispute resolution, and/or restorative practices. Experience working with individuals from marginalized communities.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license
- Colorado school administrator or principal license



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent oral and written communication skills
- English language skills
- Interpersonal relations skills
- Ability to show respect and sensitivity to individual needs/concerns
- Strong decision making, analytical and organizational skills
- Advanced skill in dealing with individuals with diverse needs at various levels
- Comprehensive knowledge of PSD systems processes, procedures, and leadership
- Independent judgment, interpretation of facts, analysis, tact, diplomacy, and comprehensive understanding of district rules and regulations to solve complex problems with potential for legal ramifications.
- Customer service skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E- mail, etc.
- Operating knowledge of project management software and data bases

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief of Staff	
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	Non	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			



Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	Non	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	Non	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	Non	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	



Loud	
Very Loud	