

The University of Texas at San Antonio

Job Description

Job Title: Field Education Project Manager
Code: 18124
Salary Grade: 62
FLSA Status: Exempt
Department/Division: COEHD – Academy Teacher Excellence
Reports To: Executive Director

Summary

- Function: To coordinate project planning, design, and Job-Embedded Professional (JEPD) Development activities.
- Scope: Responsible for the development of project scopes of work, cost estimates, and schedules while managing school district's expectations and relationships. Ensures that appropriate State, District, and University regulatory requirements and safety guidelines are implemented.

Duties

- Typical:
 1. Meet with District, Community Lab Schools, and University personnel involved in the projects to program JEPD spaces, develop scopes of work, and develop schedules. Communicates with project stakeholders, UTSA-COEHD departments, and performs project analysis and reports as requested.
 2. Coordinates/assists in the preparation of grants' documentation and quarterly reporting to District officials. Ensures that grant documents and JEPD activities comply with University standards, federal and state regulations as indicated in the District's funded proposal.
 3. Reviews, processes, and approves instructional resources and materials, cost proposals, and other related project documents. Monitors and complies with project budgets and schedules.
 4. Monitors UTSA community lab schools personnel to ensure quality performance, coordinates JEPD activities, and serves as a liaison between University and District personnel. Coordinates site visits and the involvement of the University's faculty and departments associated with the project.
 5. Schedules, coordinates, and communicates JEPD. Coordinates planned JEPD activities with affected community lab school personnel and UTSA academic departments. Provides access for faculty into community lab school buildings.
- Periodic:

1. Coordinates/assists in the selection of professional development consultants and coordinates with faculty and staff specifications during the planning and implementation process.

Education

Required	Preferred
Master's Degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Computer literacy with excellent written and oral communication skills	N/A
Valid Texas Driver's license or ability to obtain one within 30 days.	

Experience

Required	Preferred
Five years of teaching experience to include progressively responsible experience in educational leadership, project management, professional development design, curriculum design, environmental health and safety, or school personnel supervision.	Experience with a higher education institution, school district campus, or school district-wide department administration.
Licensed by the Texas State Board of Education in Teaching and Educational Administration.	Experience in a supervisory role.
	Project Management Certification

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Standard office environment.	N/A

Supervision

Received	Given
General supervision received from Executive Director.	Direct supervision to assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.