

POSITION TITLE	
Special Projects Lead	
COMPENSATION	
\$XXXX	
ROLE SUMMARY	
The Special Projects Lead partners with the school’s leadership team to define an area of school development and to develop and implement a project that will help meet these school-based needs.	
REQUIRED RESPONSIBILITIES	ADDITIONAL RESPONSIBILITIES (OPTIONAL/FLEXIBLE)
	RELEASE TIME
	CASELOAD
EXPECTED OUTCOMES	

Special Projects Lead

COMPENSATION

\$XXXX

ROLE SUMMARY

The Special Projects Lead partners with the school’s leadership team to define an area of school development and to develop and implement a project that will help meet these school-based needs.

REQUIRED RESPONSIBILITIES

- Collaborate with the school leadership team to define a special project that will address an area of school need.
- Present the proposal for the special project to the broader school staff for input.
- Based on input from the school leadership team and school staff, create a project plan that includes all facets of effective implementation, including but not limited to: the timeline, key activities, operations, marketing and resource management.
- Identify and secure resources and funding essential for implementing the special project(s).
- Identify, recruit and a lead project team members assisting with the execution of the special project(s).
- Leverage school and community resources required for project success.
- Develop the metrics for success for the special project and ensure the project is meeting its target objectives.
- Regularly report to the school leadership team on progress towards meeting project objectives.
- Communicate project objectives, goals and progress to the school community on a regular basis (to be determined by the school leadership team).
- Ensure the project plan is implemented with fidelity while making appropriate adjustments throughout the implementation process.
- Execute the project in a manner that ensures long-term sustainability and the transfer of essential knowledge to others, as necessary.

ADDITIONAL RESPONSIBILITIES (OPTIONAL/FLEXIBLE)

- N/A

RELEASE TIME

This person will receive .5 release time to fulfill these additional responsibilities.

CASELOAD

As a part of the project planning process, the Special Project Lead would work with the school leadership team to determine how many team members should assist with the planning and implementation of the special project.

EXPECTED OUTCOMES

The outcomes of the Special Projects Lead will be aligned to the desired outcomes in the area of development.

LENGTH OF TERM FOR THE ROLE

One year.

Term may be extended pending a review of school needs and the teacher leader's success in the role after the first year.

MINIMUM QUALIFICATIONS

- Must be Effective or Highly Effective in their current role.
- Demonstrated success in a prior leadership role.

SELECTION CRITERIA

- Evidence of leadership within his or her school community.
- Shows evidence of generative thinking and the ability to develop innovative solutions to solve school-based challenges and fill school-based needs.
- Strong analytical thinker able to assess challenges and design creative solutions.
- Excellent written and analytical skills.
- Flexible and able to multi-task within an ambiguous, fast-moving, entrepreneurial environment, while also driving toward clarity and solutions.
- Exceptional project management skills and ability to work independently.
- Demonstrates commitment to personal and professional growth and learning.
- A self-starter with proven experience leading a team of teachers.
- Ability to work effectively with and lead a diverse groups of adults.
- A strong record of successful collaboration with school staff, leadership, and community.

SELECTION PROCESS

Interested candidates will need to complete the following:

- Submit a portfolio containing evidence of their performance and skills.
- An application for this role.
- An interview with the school leader.

Ultimate selection for this role will be based on the principal's final decision.

PROFESSIONAL DEVELOPMENT

This role will require three days of training over the summer and two days of training during the school year (dates TBD).

Possible training topics include:

- Project management
- Time management
- Goal setting and progress monitoring