

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
Special Projects Coordinator for the 26-27 school year	Superintendent	Up to 25 days / 8 hours per day	Certified Salary Schedule

SCOPE OF RESPONSIBILITIES

The Special Projects Coordinator provides part-time administrative and operational support to both the District and School to ensure efficient day-to-day operations and successful completion of special projects. Responsibilities include data collection and analysis, data entry, preparation of special reports, document management, vendor quote retrieval, and purchasing support. This position assists with maintaining accurate records, organizing information, and supporting administrative initiatives through timely and detail-oriented work.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provide administrative support for District and School operations and special projects.
2. Collect, compile, organize, and maintain data from various sources.
3. Assist with pulling, reviewing, and assessing data for special reports.
4. Prepare spreadsheets, reports, summaries, and related documentation with accuracy and attention to detail.
5. Perform data entry and maintain accurate electronic and paper records.
6. Organize, scan, file, and archive documents in accordance with district procedures.
7. Obtain vendor quotes and assist with purchasing and procurement processes.
8. Track orders, invoices, and purchasing documentation as assigned.
9. Support administrators and staff with project coordination and operational tasks.
10. Maintain confidentiality of sensitive information and records.
11. Communicate effectively with staff, vendors, and stakeholders in a professional manner.
12. Assist with scheduling, correspondence, and other clerical duties as assigned.
13. Ensure assigned tasks and projects are completed in a timely and efficient manner.
14. Perform other duties related to administrative and operational support as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university.
2. Valid state teaching certificate/license required.
3. Previous school and administrative experience.

