

SW Regional Education Center #10

PROJECT MANAGER SUMMARIZED JOB DESCRIPTION

JOB LOCATION:

Office will be in Deming, NM

Project Manager will manage projects serving 7 districts (Animas, Cobre, Deming, Hatch, Lordsburg, Reserve, T or C) as well as contracts with other agencies

SALARY / CONTRACT / MINIMUM EDUCATION &/OR EXPERIENCE:

230-day contract

Minimum \$50,000 - salary dependent upon qualifications

Bachelor's Degree in Business, Education, or another related field preferred.

Three-Five years' experience leading and managing projects; experience may be substituted for degree

QUALIFICATIONS/SKILLS:

- Must be highly organized and be able to lead and manage multiple projects at one time
- Ability to plan multiple projects and coordinate details and requirements to complete projects
- Analyze customer needs, collaborate to create a plan, and develop an accurate budget to meet the plan and customer expectations
- Complete work within given budget
- Experience creating contracts preferred
- Able to meet deadlines and coordinate the work of others
- Ability to lead, support, and coach adult learners
- Communicate positively & effectively w/ colleagues, & other agency personnel, while maintaining confidentiality regarding all facets of the REC #10 program in compliance with FERPA/HIPPA & other federal and state regulations
- Experience with event planning preferred
- Effectively communicates both verbally and in writing
- Technology Integration experience preferred
- Valid NM Drivers' License
- Must complete a background check

ESSENTIAL FUNCTIONS:

- Represent SWREC #10, it's districts & NM Public Education Department in a positive manner, while interacting with the public and colleagues
- Communicate with other agencies to ensure projects are completed with high standards to the customer's satisfaction
- Reflective of own practices w/ability to guide others through reflective practices
- Demonstrate effective use(s) of technology
- Adhere to applicable federal, state, and local guidelines and regulations for all children;
- Participate fully as an employee of SWREC #10 with all assigned duties and responsibilities as assigned by supervisor
- Attend required NM Public Education Department and SWREC professional development

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- Collaborate w/NM Public Education Department & local school sites to determine technical assistance, and event facilitation priorities on a site-by-site basis
- Responsible for the understanding & execution of the SWREC #10 employee policy manual, technology policy, time tracking system, and calendar of contract/noncontract days
- Other responsibilities deemed necessary & appropriate by administration

PERFORMANCE RESPONSIBILITIES / WORKER TRAITS

- Ability to work under minimal supervision
- Must be a self-starter and exercise initiative & judgment in performing job
- Exhibit the ability to understand oral & written instructions
- Must demonstrate strong written, verbal, and interpersonal skills
- Must demonstrate high level of competence in monitoring the work of adult learners
- Must demonstrate adaptability in relations with co-workers
- Facilitate open communication among colleagues, supervisors, district staff, & school site personnel
- Maintain highest level of professional competence through continued professional development & training
- Must be willing to travel within the assigned region as well as the state of NM.
- May need to use own vehicle for travel

APPLICATION IS AVAILABLE ONLINE AT:

www.swreclm.org

[CLICK HERE to apply](#)

OR, use your QR Scanner to access

