COLLEGE OF EDUCATION

Project Manager Description

Primary projects & affiliations

- MD PDS 2025 Project (CoE) (80%)
- Center for Educational Innovation and Improvement (CEII) (CoE) (20%)

Start date

- Immediately

Duration

- 1 year appointment, renewable for additional year based on satisfactory performance in year 1

Application link

- Posting at ejobs.umd.edu

Context

MD PDS 2025 Project

In 2019, the Maryland State Legislature passed Senate Bill 1030, components of which established principles of the Blueprint for Maryland's future (statewide PreK- 12 education transformation) and the Teacher Collaborative Grant Program. The MSDE-funded Teacher Collaborative Grant Program aims to support collaborative projects between at least one IHE, LEA, and employee representative that focus on redesigning and implementing at least two of the following: 1) a practicum for teacher candidates; 2) a professional development program for practicing teachers; or 3) a peer assistance and review program for new and existing teachers. In fulfillment of these guidelines, our project – entitled the Maryland PDS 2025 Project - focuses on components of Maryland Professional Development Schools (PDS) to support the evolution of Maryland PDS to more vibrant hubs of professional learning for prospective, new, and experienced

teachers. The Maryland PDS 2025 Project is a collaborative effort between Montgomery County Public Schools (MCPS), Prince George's County Public Schools (PGCPS, Montgomery County Education Association (MCEA), and Prince George's County Education Association (PGCEA). The Maryland PDS 2025 Project will be implemented at four 'innovation site' Professional Development Schools in MCPS and PGCPS (MCPS: Olney Elementary School Farquhar Middle School; PGCPS: Buck Lodge Middle School and High Point High School).

[Center for Education Innovation and Improvement](#)

For too long, policymakers have used mandates and top-down approaches to make changes in teaching and learning. Likewise, researchers have studied problems and shared evidence of what works without a full understanding of schools' needs or the diverse contexts in which they operate. Too few have engaged schools and systems in identifying their specific problems and providing necessary support to help solve them. The Center for Educational Innovation and Improvement (CEii) at the University of Maryland seeks to change that paradigm. CEii brings together the shared expertise of research and practice to develop leadership, improve schools, and advance equity. We foster collaborative partnerships for the purpose of promoting advancements in professional education, developing innovative solutions for current thorny problems of practice in education, and supporting collaborative research in public schools. Our aim is to ensure that faculty expertise meets the needs of the schools and districts while keeping equity at the center of our work.

Responsibilities

MD PDS 2025 Project (80%)

Project management/delivery

- Support Project Director/Principal Investigator (PI) in project management
- Develop and maintain project overviews, work plans, and timelines
- Develop project tracking documentation and ensure it is kept up to date
- Work closely with Workgroup (WG) Chairs to ensure deliverables associated with project milestones are accomplished in a timely manner
- Assist with coordination, scheduling and facilitation of MD PDS 2025 Project key professional development components (Mentor Academy, Instructional Improvement Projects, and Professional Learning Courses)
- Work with PI to maintain project budgets, working with finance and operations colleagues, including district partner finance and operations personnel to insure timely submittal of invoices
- Work closely with Project Evaluator to ensure evaluation data is collected, organized, and accessible
- Assist with evaluation data collection (surveys, interviews, project documentation)

- Be responsible for the development of midyear and annual reports required by MSDE
- Produce written material for projects (including recruitment materials, project resources, etc.) as directed by the Project Director/PI
- Assist with the design and facilitation of public presentations to stakeholders (MSDE, PGCPS, MCPS, Maryland Legislature, etc.)
- Assist with the development of research manuscripts and documents associated with the MD PDS 2025 Project
- Schedule and support Graduate Assistant activities including WG support and website management
- Provide oversight of graduate assistant schedule, tasks, and responsibilities
- Coordinates with District, School, and/or agency partners to schedule and implement training and technical assistance.

Events management

- Manage overall project calendar of events including Team Meetings, Steering Committee Meetings, Workgroup Meetings, etc.
- Manage WG and committee rosters and email lists
- Work with university colleagues and district partners to plan the best way to design and deliver project events and professional development sessions to enable collaboration and effective learning

Relationship management

- Build and maintain relationships with key project participants (employee organization partners, district partners, school principals, school staff, UMD faculty) and ensure they are fully knowledgeable of project structure, goals, milestones, and activities
- Build and maintain relationships with other stakeholders across the education sector relevant to the project (e.g. legislators, MSDE representatives)
- Produce and manage partnership agreements/contracts for partners and colleagues where appropriate

Center for Educational Innovation and Improvement management (20%)

- Using the same skills and responsibilities as outlined above, support project work of the CEii (as a team member, rather than primary project manager):
    - Participate in CEii weekly staff meetings
    - Team member for the PGCPS/UMD Learning Recovery Initiative
    - Team member for the CEii School Improvement Summer Institute

Knowledge, experiences, and skills preferred

- Knowledge and experience related to teacher preparation and education
- Knowledge and experience related to teacher professional development
- Experience in creating and maintaining relationships across institutions (universities, school districts, etc.)
- Demonstrated ability in writing annual reports, issues briefs, etc.
- Staff management experience
- Budget management experience
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office/Google Tools Suite

Minimum qualifications

- Bachelor's degree required
- 5 to 7 years of experience
- Exemplary customer service/customer relation skills
- Managerial experience in higher education settings
- Experience in research-related projects in higher education

Preferred qualifications

- Master's degree in management, project management, education administration, or related field
- Knowledge and experience related to teacher preparation and education
- Knowledge and experience related to teacher professional development
- Experience in creating and maintaining relationships across institutions (universities, school districts, etc.)
- Demonstrated ability in writing annual reports, issues briefs, etc.
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Salary

- Commensurate with experience
- Range: $65,000 – $80,000 per year