

NOTICE OF INTENT TO EMPLOY

POSITION: Project Manager

QUALIFICATIONS:

1. Possession of an Associate's degree or better in education, business, or a related field and/or successful experience in a comparable level of project management.
2. Possession of a valid driver's license and reliable transportation.
3. A working knowledge of budgets and budget monitoring.
4. Evidence of excellent organizational skills.
5. Possession of solid interpersonal skills with strong written and verbal skills, including telephone and public speaking.
6. Willingness and ability to work a flexible schedule including early mornings, evenings, and weekends.
7. Willingness to travel occasionally with teachers to off-site events.

REPORTS TO: Social Studies/School Improvement Consultant

**ESSENTIAL
FUNCTIONS:**

1. Works directly with the Project Management Team to coordinate and facilitate a wide variety of activities related to the West Shore Consortium for Dynamic History Instruction for the Teaching American History Grant including but not limited to:
 - Designing and distributing promotional materials
 - Publicizing and promoting projects to teachers and administrators
 - Developing documents related to project components
 - Coordinating logistics for all professional development events
 - Assisting in the collection of evaluation data
 - Assisting the co-directors in planning, monitoring, and reporting of fiscal information
 - Assisting the co-directors in the planning and implementation of expanded professional development opportunities
 - Monitoring registration for professional development events
 - Providing project updates, both printed and electronic, for participants and the public
2. Briefs the Project Management Team

STARTING DATE: Approx. September 21, 2010

TERMS: Part-time; 25-30 hours per week with pro-rated benefits.

SALARY RANGE: Commensurate with education and credentials and in accordance with current MAISD salary schedules.

APPLY TO: Please provide a letter of interest, current resume online at www.muskegonisd.org/jobs

CLOSING DATE: September 13, 2010

POSTED: September 1, 2010

Susan W. Meston, Superintendent

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