

JOB DESCRIPTION
MSDB PROJECT MANAGER

POSITION TITLE: Project Manager

PROGRAM: MSDB Program

REPORTS TO: Director of Educational Services/MSDB

SUPERVISES: Sub-Teachers/Teacher Aides

JOB SUMMARY: Project Manager will supervise the Teacher Aide Program at Michigan Schools for the Deaf and Blind and may provide direct service to the program.

QUALIFICATIONS: Must possess a minimum of high school diploma and must possess sign language skills at least at the Intermediate + level as measured on the Sign Communication Proficiency Interview (SCPI) as administered by MSD. Knowledge of Deaf Culture. Clear criminal history. Drug, TB & Communicable Disease Free.

PRINCIPLE DUTIES & RESPONSIBILITIES:

- Provide direct on site supervision of the Substitute Teachers & Teacher Aides on behalf of the agency
- Participate in hiring and orientation process
- Be on call 24 hours to retrieve and or receive sick calls
- Schedule Substitute Teachers & Teacher Aides as needed
- Meet with staff
- Prepare and maintain all written reports as required
- Prepare payroll summary
- Responsible for customer satisfaction survey
- Monitor all Incident Reports
- Attend meetings, workshops and conferences as required
- Establish and maintain a good working relationship between program staff, agency and MSD/B
- Follow agency and MSD/B policy
- Responsible for ensuring staff receive appropriate training
- Monitor Program implementation
- Keep principal informed of staffing issues and other issues or concerns relative to duties being performed
- Perform other duties as needed.

Essential Functions: Excellent interpersonal skills and effectively communicates with staff and students in person, by phone, sign language or written. Must like children. Plans and follows directions. Good problem-solving skills. Writes reports. Performs work in a timely fashion. Copes with stressful situations. Able to work with minimal supervision.

Working Conditions: Educational environment with interaction with administrator, staff and children. Can be stressful. May be exposed to infectious diseases

Please submit prior to October 24, 2013.

Signature

Date