



## Job Description

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**POSITION TITLE:** Division Director, Project Management Office (PMO) and #6315  
Support Services  
CodeStack  
Professional Learning and Support

**SALARY PLACEMENT:** Administrative Council Salary Schedule  
Range II

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### **SUMMARY OF POSITION:**

Under the direction of the Deputy Superintendent of Professional Learning and Support, the CodeStack Division Director, Project Management Office and Support Services is responsible for strategic direction, management, and oversight of CodeStack's project management office and support services. This role ensures successful project and service delivery that aligns with CodeStack's objectives, and drives continuous improvement in project execution, risk management, and support operations. This role requires the ability to thrive in a dynamic, technology-driven educational environment while providing strategic direction and fostering innovation. The Division Director will lead, manage, and evaluate department staff while optimizing organizational performance.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree or higher and ten years' experience in project management, with at least 5 years in a leadership role. Current Project Management Professional (PMP) certification required.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:** Comprehensive understanding of technology spanning programming, databases, system architecture, project management, hardware, and data centers. Proven work experience in writing technical proposals and contract negotiation.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection methodologies
- project management methodologies
- system design and management, including, but not limited to, requirements gathering, scope analysis, cost analysis, developing milestones, timelines, system documentation, testing, implementation, training, and support among others
- System Development Life Cycle (SDLC)
- student data management systems and experience working with public education
- large data-driven web and software applications
- formulating cost analyses, quotes, and timelines/milestones for customers
- SCRUM and Agile methodologies

Ability to:

- supervise, lead, and evaluate staff effectively
- operate a computer
- create and implement policies and procedures
- manage and oversee multi-million-dollar budgets
- build and maintain effective relationships with stakeholders

Possess:

- demonstrated leadership skills in strategic planning, agenda setting, and coordinating/conducting meetings and training
- adaptability to evolving program needs
- exceptional skills in writing and preparing comprehensive proposals, contracts, and scopes of work
- a valid California driver's license and proof of liability insurance coverage as required by SJCOE policy; must be insurable by the SJCOE carrier. Ability to provide own transportation as required to fulfill job duties
- proficiency in project management software and tools
- a strong understanding of project management methodologies (PMI, Agile, Lean)
- Project Management Professional (PMP) Certification

#### **DISTINGUISHING CHARACTERISTICS:**

The Division Director represents Range II on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

#### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences to present materials and information concerning department programs, services, operations, and activities.
4. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Analyze situations accurately and adopt an effective course of action.
7. Establish and maintain cooperative and effective working relationships with others.
8. Formulate cost analysis, quotes, and timelines/milestones to customers.
9. Develop concepts, designs, and deployment of new innovative systems and services.
10. Develop and implement the strategic vision for the Project Management Office (PMO) and Support Services, aligning with the overall business strategy.
11. Establish and maintain project management methodologies, standards, and tools to ensure consistent delivery of projects.
12. Foster a culture of continuous improvement, innovation, and excellence.
13. Oversee the planning, execution, and delivery of the portfolio of projects, ensuring they are completed on time, within scope, and budget.
14. Monitor project performance, conduct regular reviews, and implement corrective actions as necessary
15. Manage resource allocation and capacity planning to optimize project delivery and support services
16. Direct and manage support services to ensure effective and efficient delivery of services to internal and external stakeholders.
17. Continuously assess and improve support processes, tools, and technologies.
18. Lead, mentor, and develop high-performing team of project managers and support staff.
19. Conduct regular performance evaluations.
20. Build and maintain strong relationships with key stakeholders.
21. Communicate project and service delivery status, risks, and issues to stakeholders, providing regular updates and reports.

22. Facilitate stakeholder engagement and collaboration to ensure alignment and support for project and support initiatives.
23. Develop and manage the budget ensuring effective utilization of resources.
24. Performs other related duties as required.

#### **ESSENTIAL LEADERSHIP QUALITIES:**

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.
4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Manages one's emotions and those of others effectively.
8. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
9. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
10. Skillfully navigates change with confidence and composure.
11. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
12. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public. Employees may be required to work outside of normal workdays and office hours for emergency situations, troubleshooting, critical demand periods, scheduled vacations or to meet installation deadlines.