



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Project Manager – Project GLAD®**

**Class Code: 1646**

**Work Days: 225**

**GENERAL PURPOSE**

Support the implementation of Project GLAD® and its various strands, inclusive but not limited to Preschool GLAD®, Project GLAD® in Elementary, Project GLAD® in Secondary, and Project GLAD® in multilingual settings; provide technical assistance to local, national, and international teachers, administrators, coaches, public agency staff, and certified Preschool GLAD® and Project GLAD® trainers; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
  2. Manage National Training Center logistics: ensure materials, publications, and training content are current; coordinate registration, participant information, website registration, payment, and invoicing; and arrange locations for trainings.
  3. Assist in the development, implementation, and maintenance of a program to monitor fees for Project GLAD® Regional Training Centers. Develop, implement, and maintain a system to monitor trainer licenses and corresponding annual fees for agencies and trainers implementing Project GLAD®.
  4. Oversee program websites and maintain program web portal; and provide technical assistance to Project GLAD® trainers and implementers.
  5. Oversee the preparation of program materials, including flyers, event schedules, and marketing materials, and assist with the preparation of programs, news releases, and scripts.
  6. Organize and schedule trainings, workshops, and meetings, assist in their development and implementation, and coordinate and update program calendars.
  7. Demonstrate attendance sufficient to complete the duties of the position as required.
  8. Perform related duties similar to the above in scope and function as required.
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## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Current developments and research in the areas of language acquisition, language development and curriculum design.
2. Current developments and innovative practices in operations, optimization, database development, and membership/subscription/licensing structures.
3. Facilitation methods for various audiences, including students, educators, trainers/coaches and community members.
4. Community-based organizations, education agencies, other local agencies, and private organizations and businesses that may be partners of the program.
5. Action planning and event planning strategies, including the development of goals, objectives, and brainstorming activities.
6. Principles and practices of promoting and marketing programs.
7. Advanced level computer technology and software applications.
8. Pertinent federal, state, and local laws, codes, and regulations.

### **Ability and Skill to:**

1. Recommend and implement goals, objectives, and practices for providing effective and efficient services and programs.
2. Plan, direct, and coordinate various programs and services.
3. Develop and present training materials.
4. Speak effectively before various stakeholders.
5. Manage multiple competing priorities efficiently and effectively.
6. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
7. Establish and maintain effective working relationships with various constituencies.
8. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in elementary or secondary education, child and adolescent studies, or a related field and three (3) years of experience with implementing Project GLAD® or an equivalent combination of training and experience.

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## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods, and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with variable pressure.