

0991 Manager, Technology Projects Department of Technology

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 57,000 students who speak more than 44 documented languages across 132 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

What It Means to Work Here

When you join our team at SFUSD you can expect to be part of an inclusive, innovative and equity-focused organization that approaches public education as a social justice movement, requiring broad collaboration across an array of strategic partners. In 2014 SFUSD created an inspiring statement, [Vision 2025](#), which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, [Transform Learning. Transform Lives](#). SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and Vision 2025.

About this Role

SFUSD seeks a Project Manager to manage a portfolio of technology projects and programs within the department, including its Laptops for Educators (L4E) program. For the L4E Program, the Project Manager will ensure all educators eligible for laptops receive them in a timely fashion aligned with their employment with SFUSD and be an essential member of the team transforming the learning experiences for educators and students in San Francisco.

As a Project Manager for the SFUSD Department of Technology, you will work as part of a team to manage multiple district technology projects aligned to SFUSD's Digital District Plan, Building a Digital District. The Project Manager will be responsible for designing, planning, executing, and transitioning a variety of projects. Success will require:

- managing strategic projects and work streams in accordance with the District's project management methodology
- participating in planning and priority setting
- providing implementation support for key organizational initiatives to ensure their success
- exercising discretion and professionalism
- managing projects across sectional lines and/or major projects
- managing cross-functional teams

We expect the Project Manager to:

Demonstrate a Leadership Mindset

- **Identifies and builds** key relationships within the Department of Technology and across SFUSD to support successful execution of projects aligned to the Digital District Plan and Vision 2025

Manage to Results

- **Documents, tracks, and reports** weekly on percent complete, budget burn, slippage, project effort and duration to complete, and other key project metrics using online project management tools.

- **Assists** management in making decisions related to departmental policies and resources (e.g. provides data analysis that will assist in decision-making)
- **Manages** scope creep through documented change orders, phased delivery or other methods to ensure projects deliver on timeline, scope, budget and strategy expectations.
- **Evaluates** all key project deliverables, as well as final product to ensure traceability of requirements, high quality and client acceptance.
- **Maintains** an accurate risk-tracking document with an associated mitigation plan.
- **Communicates progress**, risks, expectations, timelines, milestones and other key project metrics to clients and team members.
- **Provides** formal sign off on all project deliverables; this will often include coordinating input and involvement from the business owner and technical teams
- **Ensures** project meets internal and end-user expectations with respect to quality, budget, delivery timelines, and strategy.
- **Identifies, tracks, manages and mitigates** risk on specific client engagements. Escalates these issues when necessary to ensure minimal impact to quality, budget, and timeline.
- **Creates** contingency plans with appropriate input from key team members and implements a revised project schedule, scopes or budget in a timely manner when project control is in jeopardy.

Manage Teams

- **Defines** competencies required for projects based on project specifications and requirements.
- **Determines** resource requirements (including training, staffing, software, hardware, and facilities) of projects, based on project specifications.
- **Directs** the allocation of resources to achieve timely outcomes and measurable goals within budget; adjust plans and programs to meet emerging or new programs, while continuing to address major departmental priorities.
- **Manages** stakeholders, team members, and/or project personnel to design effective solutions and establish associated project timelines and budgets that allow for the delivery of the most strategic functionality within the project constraints.
- **Establishes** and maintain a usable and well-communicated schedule for all phases of a project.

Manage Relationships

- **Coordinates and collaborates** with other managers within department and across SFUSD to expand on efficiency and impact of technical, operational, or production-oriented work
- **Maintains** working relationships with internal and external stakeholders to accomplish specific tasks related to individual projects
- **Creates space** for collaboration with other managers (1-1 meetings, immediate team meetings)
- **Presents and discusses** project quality, team satisfaction, and project success metrics during regularly scheduled and ad hoc project review meetings with department and district leadership.
- **Coordinates budget preparation**, monitors expenditures and financial reporting for assigned projects; prepares reports, memoranda, and correspondence; and maintains statistical records; implements and closely monitors budget expenditures; provides executive management and stakeholders with an early warning and practical options to potential cost overruns.
- **Explains** implications of changes to project scope and/or objectives to relevant stakeholders.

The strongest candidates will have:

- Strong organizational, communication, and collaboration skills
- Demonstrated problem-solving and analytical skills
- Certification in project management, agile product management, or process improvement methodology
- At least one year of experience working in Agile or Lean project/product teams
- Experience with San Francisco's public schools and/ or urban public schools

Minimum Qualifications

- Bachelor's degree (B.A. / B.S) in management, engineering, business or a related field from an accredited college or university
- At least three (3) years of professional-level experience in project management, software development, enterprise software implementation or a related field.
- Experience in a large, urban school district, or other educational setting, is preferred.

What We Offer

SFUSD offers a competitive salary of \$90,141 - 123,130, annually commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

- You will be prompted to electronically attach a letter of interest, resume, list of professional references and any applicable credentials or licenses.
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process.

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the San Francisco Unified School District.

Non-Discrimination Policy

San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. This policy extends to San Francisco County Office of Education, including community school programs and activities.