



## **Job Description**

### **Position Title:**

Project Coordinator, Office of Reading

### **Reports To:**

Becky Cox, Executive Director, Office of Reading

### **Location:**

Tennessee Department of Education  
710 James Robertson Parkway, 12<sup>th</sup> Floor  
Nashville, TN 37243

### **Goals and Vision:**

The Tennessee Department of Education has begun a new chapter where we will build on the strong foundation in each of our schools and districts to realize our goals for Tennessee students. If we are successful, districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark upon their chosen path in life. This is our unifying vision: success for all students upon graduation from high school. This is how Tennessee Succeeds. To this end, we have set three ambitious goals to guide our work through the next five years:

- Tennessee will rank in the top half of states on the National Assessment of Educational Progress (NAEP), or the nation's Report Card, by 2019.
- The average ACT composite score in Tennessee will be a 21 by 2020.
- The majority of high school graduates from the class of 2020 will earn a postsecondary certificate, diploma or degree

The Department's [strategic plan](#) places an emphasis on rigorous standards, aligned assessment, and strong accountability, and by focusing on five priority areas of its strategic plan: early foundations and literacy, high school and bridge to postsecondary, all means all, educator support, and district empowerment.

### **Position Description:**

The Project Coordinator will play a critical role in advancing the strategic plan of the Department. The individual in this role will be charged with supporting multiple statewide initiatives designed to support teachers, coaches, and school and district leaders. The Project Coordinator will be responsible for supporting implementation of programs, focused on comprehensive project planning, high-quality outcomes, and continuous improvement. This individual will also provide operational and programmatic support to other events and meetings.

### **Responsibilities:**



## **Job Description**

- Develop and maintain project plans, including calendar, oversight, timeline, data and coordination with a variety of team members and other department staff and stakeholders.
- Coordinate operational and programmatic needs to ensure high-quality, customer service-focused execution of all events and on time deliverables.
- Manage communications to personnel and participants of events, including follow-up.
- Support content development for meetings and trainings.
- Provide overall event and program support, including advance coordination and on-site support.
- Support collaboration between Office of Reading and other TDOE teams and divisions, including the eight CORE offices.
- Provide daily administrative support to the Executive Director of Reading and others as directed.
- Support special projects for Office of Reading, the division of the Chief Academic Office and cross divisionally as needs arise.

### **Qualifications:**

- Located in or willing to relocate to the greater Nashville area.
- Bachelor's degree required.
- Previous experience in education preferred.
- A track record of success with managing projects and investing stakeholders in project outcomes, including holding others accountable to deadlines.
- Proficiency in managing multiple work streams.
- Experience working with diverse teams successfully.
- Experience with creating clear and compelling communications to a variety of audiences. Strong overall communication skills.
- Demonstrated excellence in organization and attention to detail.
- Comfort working with large and complex sets of information.
- Proficiency with a variety of technology skills, especially Excel, Word, PowerPoint, and Adobe Acrobat Pro.
- Evidence of continuous improvement and ongoing learning orientation.
- Strong desire to provide excellent customer service.
- Desire and ability to work and maintain optimism in a fast-paced, collaborative environment. Ability to use sound judgment to identify and creatively solve problems with a solutions-oriented, "whatever it takes" mindset.

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**



### **Job Description**

Please e-mail a cover letter, resume, and contact information for three professional references to [pam.wray@tn.gov](mailto:pam.wray@tn.gov). Applications should be submitted by Wednesday, October 26.

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*