



**PROJECT MANAGER, SAFE SCHOOLS**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Safe Schools, the position is responsible for collaborating with departments and schools to promote best practices for a safe school environment and ensuring the implementation of safe school recommendations. This position will also manage the Office of Safe Schools' grant programs to include seeking and writing new grant proposals, monitoring grants, and working with schools to utilize grant funding to improve student and staff safety.

**ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Design, create, coordinate, and update programs, documents, and databases that support the Office of Safe Schools procedures, training, and infrastructure including all recommendations made by the Blue-Ribbon Panel on School Safety and Security.
- Coordinate the development and revision of the VBCPS Continuity of Operations Plan (COOP) to include identifying essential staff and services to ensure the efficient operation of the school division after a catastrophic event.
- Perform functions of financial administration and reporting to include, but not limited to preparation and timely submission of grant applications and reports; development and adjustment of associated budgets; coordination of budgeted funds; screening and processing requests for expenditures; and ensuring the timely application for reimbursement from the state.
- Serve as a liaison with principals and other departments regarding the administration of grants awarded through the Office of Safe Schools.
- Monitor programs funded by grants to ensure compliance with the grantor guidelines.
- Monitor the Office of Safe Schools' service vendors to ensure contracts align with the written agreement.
- Collaborate with school administrators in the development of security plans for graduations and the supervision of security staff at each event.
- Establish and maintain a database of employees who have completed various training requirements; analyze participation and consult appropriate administrators and security staff when renewal is necessary.
- Coordinate the annual review of all Virginia Beach City Public Schools Emergency Response Plans and update as appropriate; maintain electronic access to the plan and provide paper copies upon request.
- Monitor building security and the safety of staff during shelter operations and elections at schools.
- Serve as the school division's representative on the Continuity of Operations Plan (COOP) committee for the City of Virginia Beach and serve on other committees as assigned.
- Work in collaboration with the Coordinators of Safe Schools to accomplish the goals and objectives of the Office of Safe Schools.
- Perform related work as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a knowledge of grant writing processes, including accounting and financial reporting. Must be proficient in the use of financial management software, to include spreadsheets and databases. Must have the ability to present information in oral and written format; ability to work independently, coordinate multiple assignments and competing priorities simultaneously; and the ability to effectively communicate and interact with all levels of administration and staff as well as the public.

**EDUCATION AND EXPERIENCE**

**Required:**

High School Diploma or GED.

**Preferred:**

Bachelor's Degree.

Experience working in an educational setting, financial management, accounting, and/or project management, and grant writing. Experience in grant writing.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, grasping, fingering, repetitive motion, and driving. Occasional bending, balancing, and reaching, Work involves moderate exposure to unusual elements such as extreme temperatures and hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift 20 lbs. occasionally and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license  
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/19, 7/20
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