Manage and lead the communication and training development and coordination of all awareness and

engagement activities; coordinate reviews of communication materials created by the project team to promote consistency. E

Consult and coach project teams. E

Assist with the presentation of communication materials to internal and external stakeholders and interested parties when required. E

Escalate issues and concerns to the appropriate project team. E

Monitor and report on the effectiveness of transformation activities. E

Performs quality assurance on all communication materials delivered to stakeholders and interested parties. E

Develop and maintain a communication plan with stakeholders regarding materials to be presented, train staff on change management material and create processes and procedures. E

Manage and lead the development and coordination of all training activities. E

Attend project meetings with stakeholders and interested parties as necessary to obtain confirm key and consistent messages are communicated clearly. E

Coordinate reviews of training materials by the project team all Eit consie mc s   t   0   .   0   7   (

Independently produce quality reports for communication to a variety of stakeholders on project and research timelines, goals, and outcomes. E

Write comprehensive, objective reports and present information to a wide range of audiences. E

Collaborate with various department staff members to develop and implement data systems and processes related to data collection, monitoring, analysis, and reporting. E

Work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. E

Provide a positive climate of interaction and communication between schools, families, and the community, as related to Human Resource Services and change management. E

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to Bachelor's degree and an advanced degree in education, public policy, Human Resource Services, social sciences, library and information sciences, or related field is strongly preferred. At least three years of experience in   cnt