Manageandleadthe communication and training development and coordination of all awareness and

engagementactivities; coordinate eviews of communication materials created by the project team to promote consistency.

Consultandcoachprojectteams. E

Assistwith the presentation of communication materitals internal and external stakeholder and interested parties when required. E

Escalatessuesandconcerns the appropriate rojectteam. E

Monitor andreport on the ffectivenes of transformation activities. E

Performsquality assurancen all communicatiomaterials delivered to stakeholder and intereste dearties. E

Developand maintains communication plan with stakeholder segarding materials to be presented train staff on changemanagement naterial and create processes and to communication be presented train staff on changemanagement naterial and create processes and to communication be presented train at a first or communication because the communication of the communication because the communication of the communica

Managændleadthe developmenandcoordination of all training activities. E

Attend projectmeetings withstakeholderandinterestechartiesas necessarto obtain confirm key and consistent messages arcommunicate delearly. E

 Independently roduce quality reports for communication to a ariety of stakeholders n project and research timelines, goals, and outcomes. E

Write comprehensive bjective reports and present information a widerange of audiences E

Collaboratewith various departments taff members to develope and implement datasystems and rocesses elated to datacollection, monitoring, analysis and reporting. E

Work with school improvementinitiatives that addressstudentachievementgaps between racial, ethnic, and economic group 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 and changemanagemen E

Performrelateddutiesasassigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combinationequivalent o Bachelor's degreendanad vance degree in education public policy, Human Resource Services poial sciences library and information sciences prelated field is strongly preferred At least three years of experience in cnt