

Program Management Specialist – edCount, LLC

Location: Virtual

Reports to: Executive Vice President

Required travel: Occasional; Some travel, as necessitated by project demands, is required.

Would you like to work in a woman-owned small business that is deeply involved in examining how we know what students know and can do? Are you passionate, organized, efficient, and able to manage multiple responsibilities concurrently? Are you eager, curious, and able to adapt to changing circumstances and duties with flexibility and willingness? Can you keep pace in a fast-paced work environment? If so, you could be the next member of our high performing team at edCount, LLC. This is a great opportunity for a well-rounded, PMP-certified program management professional interested in delivering innovative solutions and exceptional service in an organization dedicated to supporting education agencies and institutions through policy analysis, assessment design and evaluation, and technical assistance.

Overview of the Company:

edCount, LLC, is a woman-owned small business with multiple long-term contracts serving federal and state governments, universities, associations, and other clients in the education sector. Primary topics of interest at edCount include education standards, assessments, assessment evaluation, and accountability systems; curriculum and pedagogy; education of students with special needs and English learners; and interpretation and implementation of federal and state K-12 education policy. edCount is deeply committed to seeing that all students have equitable access to learning regardless of race, ethnicity, socioeconomic background, disability, or gender identification. For further insight into the nature of the firm, please visit www.edCount.com.

About the Role:

edCount is seeking a PMP-certified Program Management Specialist with proven experience in leading and managing multiple large-scale alternate assessment programs to successful completion, ensuring on-time delivery within scope and budget, and adhering to contract specifications and organizational goals. This role requires a strategic thinker with exceptional organizational skills who thrives in a fast-paced team-oriented virtual environment.

Key responsibilities include overseeing the design, development, implementation, and evaluation of large-scale alternate assessment programs. The Program Management Specialist will be responsible for creating detailed work plans, managing resources, coordinating with stakeholders, tracking progress, mitigating risks, and driving projects to successful outcomes. The Program Management Specialist will also supervise and provide mentorship to junior staff members.

The ideal candidate will possess a working understanding of assessment development principles and processes, including the application of principled assessment design and Universal Design for Learning (UDL) to create, evaluate, and refine assessments (assessment claims, extended content standards, performance level descriptors, test blueprints, test/item specifications, assessment items, ancillary

materials, print materials, etc.) that provide access and minimize barriers for the widest range of students possible.

Key Responsibilities:

Project Planning & Coordination:

- Manage multiple small-to-large scale tasks or projects efficiently, on time and within budget, using appropriate resources of time, funds, and personnel.
- Define clear objectives, deliverables, and performance standards for each assessment project.
- Develop comprehensive project plans, outlining scope, timelines, milestones, and resources.
- Develop plans for accomplishing individual and team-based tasks in a manner that fits with long- and short-term project goals.
- Solicit feedback and input from peers and more senior colleagues, as needed, to develop effective work plans and ensure high-quality deliverables.

Team Leadership & Stakeholder Management:

- Participate as an effective member of a project team and promote collaboration among team members to achieve project objectives.
- Establish mechanisms for feedback from team members on important tasks and assignments.
- Foster effective communication across project teams to ensure alignment and address challenges promptly.
- Act as the primary point of contact for internal and external stakeholders, including clients and vendors.
- Formally represent the company to clients and other external constituencies in accordance with edCount values.
- Share information with clients, as appropriate, to alert, address, and avoid potential problems and enact risk mitigation strategies from project kickoff.
- Respond directly to all client inquiries and requests in an appropriate and timely fashion and monitor interactions between client and junior staff.
- Lead and facilitate client meetings, briefings, and presentations.

Progress Monitoring & Quality Assurance:

- Monitor project workflows to ensure that deadlines are met, and deliverables are prepared according to contract specifications.
- Track and report project status, progress, and outcomes to senior leadership and key stakeholders.
- Adjust project timelines and priorities, as necessary, to ensure timely completion.
- Ensure that all deliverables meet required quality standards, client specifications, and contractual obligations.
- Implement and monitor quality assurance procedures throughout development cycles.

Process Optimization:

- Identify opportunities for process improvements to increase efficiency and effectiveness across projects.
- Implement best practices in assessment development, fostering a culture of continuous learning and improvement.
- Ensure lessons learned from each project are captured and applied to future projects.

Leadership & Mentorship:

- Provide regular feedback on individual activities and performance, supplying advice and counsel when asked or warranted, and helping Associates and Program Specialists set development goals.
- Implement and oversee performance improvement plans for Associates and Program Specialists when necessary.
- Provide training, instruction, and development opportunities for junior staff.
- Participate in recruiting, interviewing, selecting, and training new Senior Associates, Associates, and Program Specialists.

Other Duties as Assigned:

This job description in no way states or implies that the above duties are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Required Qualifications & Skills:

We seek flexible, resourceful, intelligent, hard-working individuals who are capable of excelling in an intellectually stimulating and often intense work environment.

- **Education:** Master’s degree in education or education-related field, particularly special education, or lesser degree and 5+ years’ experience
- **Certifications:** PMI Project Management Professional (PMP) Certification
- **Experience:** Program management, alternate assessment design and development, special education teaching experience and/or experience working with students with significant cognitive disabilities
 - 3+ years program management experience
 - 5+ years alternate assessment design and development experience
 - Classroom teaching experience in a K-12 setting, particularly with students with disabilities, or experience supporting/developing curriculum and assessments for students with significant cognitive disabilities is preferred.

- **Skills:**
 - Ability to work effectively in a fast-paced, dynamic environment
 - Ability to maintain a professional and effective working relationship with clients and vendor partners
 - Ability to maintain professional and effective working relationships with supervisors, supervisees and co-workers and promote positive relationships among other team members
 - Ability to effectively facilitate activities and tasks in team-oriented settings
 - Ability to collaborate with others effectively to achieve project objectives
 - Strong organizational skills, attention to detail, and time management
 - Strong interpersonal and communication skills with diverse teams
 - Excellent written and oral communication skills, particularly technical writing skills to support the creation of technical documentation for state summative assessments
 - Proficiency in Microsoft Office suite
 - Experience with SmartSheet Project Management Platform

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to fifteen pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Commitment to Diversity, Equity, and Inclusion:

We are committed to fostering an inclusive work environment and expect our Program Management Specialist to support and promote equity across all business operations.

Salary & Benefits:

- Competitive salary based on experience starting at \$125,000 annually.
- **Insurance:** Medical, Dental, Vision, Short- and Long-Term Disability, Life
- **401K & Profit-Sharing:** Participation in a 401K profit-sharing plan after a six-month waiting period, with corporate contributions
- **Paid Time Off:** 11 paid federal holidays annually. First year of employment, 20 additional days of paid time off, accrued throughout the year. Upon second year, 30 days of paid time off, accrued throughout the year.
- **Work Equipment:** Company-provided laptop and a corporate smartphone with full MS Office connectivity.