



## **Project Manager**

### **Who Is My Student Survey?**

My Student Survey, LLC is a firm founded in 2010 that administers teacher surveys in school districts across the US. We organize the administration of our patented surveys for schools in which students in grades 3-12 answer questions about their teachers' practice for the purpose of both professional development and evaluation. In addition, My Student Survey also works with large organizations on the development of their own survey by providing guidance on the survey validation process. Student surveys are one of the best predictors for student achievement and provide teachers with essential feedback they need to improve their teaching skills and practices.

### **What Are We Looking For?**

Currently serving more than 500 schools across the country including districts such as New York City, DC Public Schools, and Nashville Public Schools, My Student Survey is growing quickly. The Project Manager is an essential hire to help accelerate reach and growth. We are seeking an exceptional candidate to assist clients with survey administration and reflect the excellent service that My Student Survey provides. We would expect this person to:

- Be outstanding at client relations including the ability to understand clients' needs
- Have the ability to manage projects independently and autonomously from beginning to end
- Have the capacity to develop project plans, communication plans, and training plans in coordination with district representatives
- Be able to develop a rapport and build confidence within survey coordinators as they navigate the survey administration process
- Learn quickly and adapt to new situations that clients may require
- Be comfortable with operating a web-based survey tool (training provided)

### **Who Are We Looking For?**

- Self-motivated and driven to succeed
- Ability to establish rapport and form long-term relationships with clients
- Optimism – in the face of failure one looks for alternatives rather than giving up
- Previous experience with project management preferred, particularly experience within education
- Experience within education (such as teaching or administration) preferred

### **What We Offer**

We offer an opportunity to impact education as part of a growing education technology company. You will lead schools and districts through the survey process and assist them in using the data to drive instruction and impact education. As a virtual office company, the role offers great flexibility and autonomy. The position can operate from anywhere in the US that has internet and telephone access. Compensation will be competitive and include benefits for full time work.