

# Oak Grove School District

**JOB TITLE:** Project Coordinator – Title VII

**SALARY RANGE:** B

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Project Coordinator is responsible to the Program Director and assists in the administration of programs and services for Title VII programs. As a member of the Management Team, the Administrator works cooperatively with other members of the Team in the formulation, implementation and evaluation of Title VII projects.

## **TYPICAL DUTIES**

- Coordinates the District's Title VII Program.
- Responsible for day-to-day implementation of the project, under the supervision of the Program Director.
- Monitors expenditures on a regular basis, and reports to the Program Director.
- Assists the Program Director with implementation of state and federal guidelines and procedures.
- Coordinates planning and evaluation activities.
- Maintains adequate records, status of program objectives, student records, and completion of tasks as per timelines.
- Works with staff in curriculum development.
- Plans and coordinates training for school staff members and parents; may conduct training activities.
- Prepares reports as required.
- Assists the Program Director to ensure that all needed data are gathered in a timely fashion.
- Works with site principals and certificated staff to ensure that project activities are carried out within the scope of the project plan.
- Performs other duties as assigned by the Program Director.

**MINIMUM QUALIFICATIONS**

- Possession of a valid California Administrative Credential.
- Knowledge of bilingual research, models and instructional methodology.
- Knowledge of and prior experience in systemic reform and school restructuring.
- Knowledge of budget preparation and administration methods, practices and techniques.
- Knowledge of proper management and recordkeeping methods and techniques.
- Knowledge of program planning development and evaluation methods, practices, and techniques.
- Prior experience teaching LEP students.
- Prior experience working with parents of LEP students.
- Bilingual/biliterate in English/Spanish or English/Vietnamese.
- Skill to plan, organize, implement and coordinate programs and activities according to established goals and objectives.
- Skill to direct, coordinate and supervise the work of others.
- Skill to communicate effectively in both oral and written form.
- Skill to motivate others in the common accomplishment of stated goals and objectives.
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties.