

POSITION TITLE: Project Coordinator – Title IV – Grant Funded

QUALIFICATIONS: Bachelor's degree or higher in education, school counseling, or relevant field required. Five years of previous related professional experience required; experience with project planning and management preferred. Exceptional planning, coordination, management, communication, and presentation skills. Excellent organizational skills, ability to work independently and implement effective decision-making skills towards completion of assigned tasks. Must be able to plan and manage work in a team environment. Experience managing educational grant budgets preferred. Proficiency in Word, Excel, Outlook, PowerPoint or related Google applications. Ability to work under pressure and meet multiple deadlines. Ability to establish and maintain effective professional working relationships and work in a cooperative and collaborative manner with administrators, supervisors, managers, technicians and other employees.

PERFORMANCE EXPECTATIONS: Responsible for planning, organizing, and coordinating the Title IV grant program. Support the Title IV team in implementing the Title IV program goals, objectives, activities and data collection. Responsible for interfacing with the program team including the Departments of Instruction, Career and Technical Education, Professional development, Finance, and the Office of Grants Management to monitor the fidelity of the project. Monitors program implementation and determines program effectiveness through evaluation. Interfaces with the division's Finance department staff for appropriate and timely use of grant funds. Ensures equitable service (professional development) through notification and consultation to private school personnel. Prepares for periodic federal program monitoring. Performs other duties related to the district's Title IV program as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Professional work coordinating projects related to the Title IV Part B. Work requires frequent standing, sitting, light lifting up to 10 pounds, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level, and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Curriculum and Instruction

PAY SCHEDULE: Non-contracted

LENGTH OF CONTRACT: Temporary / Can be terminated at any time by Richmond Public Schools. ***Position is contingent upon grant funds.***

FLSA: Non-exempt