

POSITION TITLE: Project Coordinator – Arts Integration

QUALIFICATIONS: Bachelor's degree in fine arts, education, social sciences, program evaluation or relevant discipline required. Three years of previous related experience required; experience conducting district-wide needs assessments and data analysis preferred. Experience in Word, Excel, Outlook and PowerPoint. Must be able to plan and manage work in a team environment. Broad technical background with program planning, coordinating, management, communication and presentation skills. Experience managing educational grants, particularly Title IV, Part F preferred. Excellent organizational skills, ability to work independently and implement effective decision making skills towards completion of assigned tasks. 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, partners and other employees.

PERFORMANCE EXPECTATIONS: Responsible for planning, organizing and coordinating all aspects of the Title IV, Part F: Professional Development for Arts Educators Program (PDAE). Conducts needs assessments involving multiple stake holders. Collects, compiles and interprets multiple data elements impacting student performance and teacher effectiveness to determine the targeted use of funds and program fidelity. Interfaces with Academic Services, Human Resources, Budget, Finance and partners to develop content for the annual application submission and for grant program implementation. Monitors program implementation and determines program effectiveness through evaluation. Interfaces with the program's co-applicant and the United States Department of Education (USDE), Office of Innovation and Improvement staff, for program compliance and appropriate and timely drawdowns of funds. Ensures equitable services through notification and consultation with private school personnel. Prepares reports for periodic federal program monitoring. Performs other duties related to the district's Title IV, Part B program as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Professional work coordinating projects related to Title IV, Part F requiring 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: Manager State and Local Grants

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 121.

LENGTH OF CONTRACT: 260 Days (12 months). Position is contingent upon grant funds.

FLSA: Exempt