

POSITION TITLE: Project Coordinator

QUALIFICATIONS: Bachelor's degree in education, social sciences, program evaluation or relevant discipline required. Three years of previous related experience required; experience conducting division- 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 exceptional planning, coordinating, management, communication and presentation skills. Experience managing educational grants, particularly Title II Part A and Title IV Part B 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 and other employees.

PERFORMANCE EXPECTATIONS: Responsible for planning, organizing and coordinating all aspects of the annual application development cycle for the Title II Part A (Teacher/Principal Quality) and Title IV Part B (21st Century Community Learning Center) grant programs. Conducts an annual needs assessment involving multiple stake holders. Collects, compiles and interprets multiple data elements impacting student performance and teacher effectiveness to determine the targeted use of funds. Interfaces with Human Resources, Academic Services, school/division leaders and Title I staff members to develop content for the annual application submission and for grant program related hiring. Monitors program implementation and determines program effectiveness through evaluation. Interfaces with the division's Finance department staff and Virginia Department of Education staff for appropriate and timely drawdowns of 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 II Part A and Title IV Part B program as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Professional work coordinating projects related to Title II Part A and Title IV Part B 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