

Classified Personnel Job Description

POSITION TITLE: PEP Project Coordinator

QUALIFICATIONS: Shall have excellent oral and written skills.
Shall possess evidence of personnel management skills.
Shall have excellent problem solving and crisis management skills.
Shall be adept with computer technology, Word, Excel programs.
Shall have the ability to complete tasks and synthesize outcomes for concise reporting.

PHYSICAL REQUIREMENTS: Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as related to the job description.

RESPONSIBLE TO: PEP Project Director / Director of Staff and Student Services

GENERAL DUTIES: Shall react positively to directives.
Shall carry out assignments in a timely manner without due checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal, staff, students, parents, and partners.
Shall adhere to School Board Policies and Procedures.

SPECIFIC DUTIES: Shall serve as liaison between PEP Project Director and principals and community partners.
Shall work with project evaluator to develop comprehensive Evaluation Plan.
Shall coordinate and oversee day to day grant activities.
Shall produce and disseminate promotional materials for the program with assistance from staff and partners.
Shall provide quarterly report of activities to the PEP Project Director as requested by the Project officer.
Shall perform other duties consistent with the position as assigned by the supervisor.

DAYS OF EMPLOYMENT: 200 days @6 hours per day

SALARY: Commensurate with the district salary guidelines (instructional assistant salary schedule).

Updated: 5/23/2016