

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

**SCHOOL BASED MENTAL HEALTH GRANT
PROJECT DIRECTOR – NON-INSTRUCTIONAL**

JOB GOAL

Responsible for overseeing the implementation of the grant, collection of data and submission of reports in accordance with the School Based Mental Health Training Grant.

QUALIFICATIONS

1. Experience working with state and federally funded grant programs.
2. Knowledge of mental health counseling and community services.
3. Valid driver's license.
4. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Assist in the student recruitment/selection process of interns and placements.
2. Gather and compile grant reports.
3. Communicate with district administration of progress.
4. Coordinate with constituent districts for collection of data.
5. Coordinate, plan and handle purchasing of items needed for any onsite learning days.
6. Responsible for coordination of course reimbursement forms to the Superintendent's office.
7. Maintain effective communications with advisors and administration at all times.
8. Offer input toward framing program improvement and/or enhancement. Assist with program revisions as needed.
9. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations.
10. Perform such other tasks within the scope of certification as may be required by administration.

ESSENTIAL SKILLS/ABILITIES

1. Leadership, organization, instructional and management skills.
2. Strong communication and interpersonal skills with the ability to interact and work with individuals at all levels.
3. Excellent leadership and organizational skills and the ability to motivate.
4. Knowledge and understanding of program planning and evaluation, effective instructional strategies, and classroom management.
5. Positive people and communication skills.
6. Ability to analyze, anticipate and schedule course offerings.
7. Attention to detail with a focus on thoroughness and quality.
8. High integrity and ethical standards.
9. Knowledge of computer and software programs.
10. Regular attendance.
11. Prolonged periods sitting at a desk and working on a computer.
12. Ability to attend and preside over lectures and meetings.
13. Ability to traverse school facility and grounds.

REPORTS TO

Principal/Chief Academic Officer or their designee.

TERMS OF EMPLOYMENT

Not to exceed grant approved number of hours per grant period.

EVALUATION

Performance of the job will be evaluated by the Principal/Chief Academic Officer or their designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **July 27, 2023**