

**BILINGUAL SPECIAL PROJECT COORDINATOR - SPANISH****DEFINITION:**

Under the supervision of the Director of Categorical Programs and Grants, to perform the duties necessary to successfully implement the activities of specially-funded projects and district programs. Plan, organize and coordinate work with staff and parent outreach.

**QUALIFICATIONS:****Bilingual:  
Fluent in Spanish**

Education: A Bachelor's degree in a related field preferred or sufficient training and experience to demonstrate the knowledge and abilities.

Experience: Five years of experience in an educational environment.

**DISTINGUISHING CHARACTERISTICS**

- Promote educational excellence for all students.
- Promote parent engagement.
- Must possess prior experience or skills in successfully managing complex projects with definable outcomes and other characteristics as required by the specific program, grant and/or funding source.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of administrative staff, incumbent will:

Plan, organize and coordinate translations and interpretations for the students, parents and district for several designated languages.

- Understands the funding source outcomes and project activities.
- Analyzes activities into component tasks and devises a task schedule for timely completion.
- Determines in advance the documentation that will be required for evaluation of project outcomes and designs a collection system to ensure project goals are met.
- Sets up and coordinates meetings for programs and services.
- Assists staff with successful performance of duties to accomplish program and service t outcomes.
- Assists with the selection of staff, their training and schedules.
- Provides training and/or awareness for school staff, district staff and the parent community.
- Identifies and resolves implementation obstacles.
- Coordinates and facilitates services and support for school and district staff.
- Coordinates purchases and expenditures and monitors balances for timely and appropriate use of funds.
- May be required to obtain, monitor and maintain licensing and compliance issues related to project.
- Keeps informed of new laws related to programs.

**KNOWLEDGE:**

- Applicable state, federal, and location regulations and laws relating to project; including policies and procedures.

**ABILITIES AND SKILLS:**

- Plan, prioritize, and organize work to meet deadlines, schedules and timelines.
- Follow oral and written directives.
- Maintain cooperative relationships with those contacted in the course of work.
- Fluent in English and Spanish.

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

## **BILINGUAL SPECIAL PROJECT COORDINATOR - SPANISH**

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.