

SPECIAL PROJECT COORDINATOR

DEFINITION:

Under the supervision of administrative staff, to perform the duties necessary to successfully implement the activities of a specially-funded project.

QUALIFICATIONS:

Must meet characteristics required by project narrative.

Experience and Education: Completion of twelfth grade or equivalent; five years of experience as a project manager or senior level administrative assistant, preferably with two years in educational environment. A maximum of four years education may be substituted for experience on a basis of two years education for one year of experience. Must have prior experience in leadership roles.

DISTINGUISHING CHARACTERISTICS:

Incumbent must possess prior experience or skills in successfully managing complex projects with definable outcomes and other characteristics as required by the specific grant and/or funding source. This position is supplementary to the regular District staffing and is funded through grant or categorical funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of administrative staff:

- Understands the funding source outcomes and project activities.
- Analyzes activities into component tasks and devises a task schedule for timely completion.
- Aligns project activities with district grade level standards in core curriculum areas to the extent practicable.
- 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 chairs meetings for project coordination.
- Assists project employees with successful performance of duties to accomplish project outcomes.
- Assists with the selection of staff.
- Provides training and/or awareness for project employees, District staff, and the community.
- Identifies and resolves implementation obstacles.
- Coordinates and facilitates cooperation between regular staff and special project staff.
- Coordinates purchases and expenditures and monitors balances for timely and appropriate use of funds.
- Makes decisions and maintains project without immediate intervention of administrator, including short and long term planning.
- May be required to obtain, monitor and maintain licensing and compliance issues related to project.
- Acts as liaison with state, federal and local regulatory agencies involved with project. Keeps informed of new laws related to project.

KNOWLEDGE:

- State, federal, and local regulations and laws relating to project.

ABILITIES AND SKILLS:

- Understand and follow oral and written directives; maintain cooperative relationships with those contacted in the course of work; be fluent in English and target languages, as required by the project.

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.

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.

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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.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.