

MANAGEMENT JOB DESCRIPTION

PROJECTS SPECIALIST

JOB SUMMARY:

Under the supervision of the Director of Educational Support Services, assists in planning and implementing services to the schools in order to achieve the goals and objectives of Chapter 1, Chapter 2, GATE, Magnet, School Improvement, Child Care, Preschool, and Kindergarten.

ESSENTIAL JOB FUNCTIONS:

- Assists school staffs in improving services to students in various categorical programs.
- Assists schools in planning, writing, and reporting of all documents, including applications required by the projects, such as U.S. government agencies, the State Department of Education.
- Assists school staffs and communities in developing, writing, implementing, and evaluating school plans or projects.
- Assists schools in preparation for Self Study and Program Quality Review.
- Plans, coordinates, and conducts inservice for the various projects.
- Attends county and state meetings related to categorical programs.
- Interprets regulations and guidelines to the schools.
- Assists schools in developing strong parent involvement.
- Assists schools in establishing quality child care programs.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
Administrative Services and General Elementary, Standard Elementary, or Multiple Subject Teaching.
- **Education:**
Master's Degree, including all courses needed to meet credential requirements.
- **Experience:**
Evidence of highly successful classroom teaching. Training in Essential Elements of Instruction. Knowledge of State Frameworks. Knowledge of and experience in categorical programs. Multiple staff development experiences as a trainer in a variety of areas.
- **Personal Qualities:**
Must have demonstrated leadership abilities (particularly in the Program Review Process, experience as a lead is preferred). Working knowledge of the frameworks and model curriculum guides, organizational and communication skills, and the ability to relate well with others.

Management Salary Schedule: Range J

BOARD APPROVED:

REVISION DATES: 7-9-91