

Project AWARE LEA Project Manager

New Hanover County Schools

Job Description

Class: Certified
Division: Student Support Services
Dept: Student Support Services

TITLE: Project Aware LEA Project Manager

QUALIFICATIONS:

1. Bachelor's degree in education, social work, psychology, administration, counseling, or a related field required; master's degree preferred.
2. School-based mental health, student support services, or grant administration experience preferred.
3. Experience with data collection, reporting, and program evaluation preferred.
4. Knowledge of school mental health systems, trauma-informed practices, and community collaboration preferred.
5. Alternatives to the above qualifications as the Board of Education and Superintendent may find appropriate.
6. North Carolina professional license.

REPORTS TO: Director of Student Support Services

JOB GOAL: To coordinate and support the effective implementation of the Project AWARE grant.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to student support issues.
2. Coordinate overall implementation of the Project AWARE grant at the LEA level, including planning, timelines, deliverables, and reporting.
3. Build and maintain collaborative partnerships with school staff, families, community agencies, and mental health providers to support student well-being.
4. Support the development and monitoring of mental health initiatives including prevention, early intervention, and referral systems.
5. Collect, analyze, and report data related to project activities, outcomes, and compliance requirements.
6. Coordinate professional development, technical assistance, meetings, and sustainability planning to support long-term program success.
7. Ability to coordinate multiple stakeholders and manage complex programs.
8. Strong communication, organization, facilitation, and problem-solving skills.
9. Other duties as assigned.

