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. Master's degree in special education, school social work, school administration, school counseling, or a related field required; licensure in special education and/or mental health preferred.
2. Minimum of 5 years' experience in school-based mental health, student support services, or grant administration.
3. Experience with data collection, reporting, and program evaluation.
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. A current North Carolina Professional License from NCDPI.

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 and the fidelity to the project.
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. Performs other related duties and responsibilities as requested by the Director.
8. Coordinate multiple stakeholders and manage complex programs.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: State Salary Schedule; This position is funded as part of a 5-year grant.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Grant and project coordination.
- Group facilitation and professional development.
- Interdepartmental and cross-agency collaboration.
- Communication with diverse stakeholders.
- Problem-solving and independent judgment.
- Budget awareness and compliance monitoring.
- Multi-stakeholder coordination and complex program management.
- Strong communication, organization, facilitation, and problem-solving skills.
- Functional knowledge and proficiency of computers and all aspects of Microsoft office and Google Suite.
- Clear and professional oral and written communication, with adherence to confidentiality requirements, applicable policies, and laws
- Physical ability to perform job duties, including occasionally lifting up to 20 lbs.