

SPECIAL PROJECTS COORDINATOR

JOB SUMMARY

Organize, manage, coordinate, and monitor special projects district-wide to ensure federal funding opportunities to the greatest benefit of our schools.

QUALIFICATIONS

- Master's degree
- Three-five years administrative experience (preferred)
- Valid professional license with appropriate administrator/supervisor endorsement
- Such alternatives to the above qualifications as the Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Associate Director of Learning
- Write, administer, and implement all Federal project grant applications with the exception of IDEA
- Monitor and assure compliance of Federal and State regulations with all Federal grant programs
- Assist supervisors and principals in helping classroom teacher assume their full responsibility in implementing federal programs
- Make regular monitoring visits to assure program compliance and assess program needs
- Supervise, monitor, and staff the ESL Program, Title I Program, and Title III Program
- Administer the Extended Contract Program for after school and summer programs
- Remain up-to-date on the changing laws and requirements regarding No Child Left Behind and disseminate the information to system-wide and school personnel in a timely manner
- Handle all aspects of the requirements for the professional staff and paraprofessionals regarding meeting the No Child Left Behind mandate of Highly Qualified
- Assist the Director of Schools and the senior instructional staff in system-wide planning that ensures the proper utilization of available local and federal funds to implement system-wide and school-based initiatives that are aligned with student needs (data driven)
- Consider all requests from school personnel for projects, programs, and professional development activities with regard to the TCSPP and individual SIPs
- Collaborate with the Associate Director of Learning and Instructional Coordinator to ensure program compatibility with the overall district curriculum
- Work with parent education instructors/groups to plan parental components of federal grants
- Compile enrollment achievement data on each student enrolled in Title I classes, prepare and disseminate reports to teachers, principals, supervisors, and staff
- Collaborate with the Associate Director of Learning and Instructional Coordinator and building administrators in planning and evaluating professional development activities provided through Federal funds
- Coordinate Title IV plans and implementation with Assistant Director of Schools and Associate Director of Learning
- Perform other duties as assigned by the Associate Director of Learning or Director of Schools