

## **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.

### **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 FUNCTIONS**

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.

### **QUALIFICATIONS**

Must meet characteristics required by project narrative

Knowledge of:

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

Ability to:

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

Education and Experience:

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

