

## **SCHOOL DISTRICT PROJECT COORDINATOR**

Code No.: 4-18-294  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for coordinating and managing funded projects in the Rochester City School District for the educationally disadvantaged or targeted cultural groups. Continuation of the projects is dependent on federal, state and local funds. The employee assists in overall project administration, as well as interacting with school, project, and community resource agencies. The employee reports directly to, and works under the general supervision of the Director of Youth Engagement and Cultural Relations or other higher level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Acts as liaison between the project, parents, community groups, agencies, educational staff, and school administration as determined by the needs of the project;

Coordinates outreach and recruitment initiatives including mentoring opportunities;

Assists with the coordination of collaborative events among the District, City of Rochester, and various community partners and stakeholders;

Prepares and interprets reports on community performance indicators as they relate to project strategies;

Ensures accountability of staff, contractors, and partners for the delivery of quality and target achievement of programs and services;

Assists with the completion of an annual program review and utilizes results to improve student engagement;

Oversees and coordinates project activities and oversees project staff;

Participates in overall project planning and development and in the continuing development of special project activities;

Coordinates and assists in recruitment and selection of project staff;

Collects evaluation data and participates in project evaluations;

Monitors project budget;

Prepares oral and written reports;

Maintains liaison with parent involvement and tutorial assistance programs as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**  
Good knowledge of school district policies, programs and administrative staff; good knowledge of the leadership, interests and programs of community agencies; ability to effectively deal with a diverse population; ability to evaluate the effectiveness of existing programs and research and

recommend new opportunities; ability to monitor a budget; ability to write and interpret reports; ability to communicate effectively both orally and in writing; ability to plan, coordinate and implement projects and coordinate project activities; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus one (1) year paid full time or its part time equivalent experience in a counseling, casework or interviewing capacity which must have been located at a school, community group or agency dealing with the educationally disadvantaged or recognized minority group; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years paid full time or its part time equivalent experience in a counseling, casework or interviewing capacity, one (1) year of which must have been located at a school, community group or agency dealing with the educationally disadvantaged or with a recognized minority group; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** July 8, 2013

**REVISED:** January 9, 2020