

PROJECT ADMINISTRATOR BILINGUAL

Code No.: 3-18-248
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for the planning, organization, and operation of funded projects in the City School District for the educationally disadvantaged or targeted cultural groups. Continuation of the projects is dependent on federal, state and local funds. Employees of this class act as a resource person with organized groups within the schools, community agency professionals, school district administrators and funding and regulatory agencies of the state and federal governments. The employee will be responsible for communicating verbally and in writing in Spanish and in English. Work is performed under the general supervision of the department director administrator. Direct supervision may be exercised over Project Workers, paraprofessionals or clerical help. 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):

Directs the day-to-day operation of a project;

Acts as liaison between the project, parents, community groups, etc., communicating in both Spanish and English;

Participates in the planning and research stages of the project and evaluates its performance against the objectives set for the project;

Identifies funding sources and writes grant proposals for new and continued project funding;

Prepares project budget and justifies budget proposals;

Prepares status reports, financial statements, and project evaluations as required by the funding agency or district management;

Serves as the resource person for the project with interested parties such as parent groups, community groups, educational staff, school administration and funding and regulatory agencies;

Directs the personnel activities of the project including recruitment, selection, orientation, and in-service training of subordinates;

Directs the recruitment and orientation of students and parents who comprise the target group for the project;

Works with colleges and other community agencies to assess need for additional program development as suggested for the target groups of the project;

Supervises Project Assistants, Project Workers, paraprofessionals and clerical staff.

Participates in the planning of in-service training programs;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of school district policies, programs, and administrative staff; thorough knowledge of legislation and guidelines controlling funded programs; good knowledge of the purpose, membership, and interaction of various school advisory councils; good knowledge of the leadership, interests, and programs of community organizations; good knowledge of the principles of proposal writing and budget preparation; good knowledge of supervisory principles and practices; ability to communicate effectively both orally and in writing both in Spanish and English; ability to plan, direct, and conduct orientation and in-service training; ability to comprehend complex written material such as federal and state regulations for the continuation of funding; ability to plan, coordinate and conduct informational materials, activities and meetings; physical condition commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years full-time or its part-time/volunteer equivalent experience in a program at a school, community group or agency dealing with the educationally disadvantaged or with a recognized minority group, one (1) year of which shall have been in a supervisory capacity; OR,
- (B) Seven (7) years of full-time experience or its part-time equivalent experience as described in (A), one (1) year of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 26, 1987