

PROJECT COORDINATOR

Code No.: 4-18-285
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional staff position in the City School District responsible for overseeing the activities of a funded project, including determining its direction, form and content. The employee and other department staff work with the Project Advisory Committee and other school personnel to establish project needs and goals. The employee reports directly to and works under general supervision from, a certified administrator. 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.)

Arranges extended school day and Saturday enrichment activities with participating school principals;

Assists in ensuring project activities conform to grant specifications;

Prepares local and state statistical reports;

Monitors project budget expenditures;

Secures appropriate supplies and materials for approved activities;

Monitors school activities held at participating schools to ensure that program objectives are being accomplished;

Seeks financial and in-kind assistance from local businesses and community based organizations;

Solicits participation from adult community residents as volunteers or as participants in developing adult programs;

Maintains accurate and complete records of activities at participating schools;

Develops agenda, chairs, and maintains minutes for Project Advisory Committee meetings;

Develops long-range plans for continuation of project funding;

Assists in coordinating ongoing program activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of program planning, implementation and monitoring especially as they relate to funded programs for school districts; good knowledge of the principles of budget preparation and control; good knowledge of local community resources; good knowledge of local school district program and resources; good knowledge of state reporting requirements; working knowledge of parent effectiveness and training methodologies and techniques; ability to communicate well both orally and in writing; ability to maintain records of project activities; good judgment; health commensurate with the

demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent professional experience working with the educationally disadvantaged or a recognized minority group in education, counseling, or community education/service programs, one (1) of which shall have been in an administrative capacity.

NOTE: Administrative capacity shall involve responsibility for program planning, organizing, staffing, budget and implementation.

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: May 7, 1987

REVISED: December 12, 1991