

PROJECT SUCCESS COORDINATOR - BILINGUAL

Code No.: 4-18-289

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for coordinating and managing 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 assist in overall project administration, as well as interact with school, project, and community resource agencies. The employee will be responsible for communicating verbally and in writing in Spanish and English with community groups as well as community agency professionals. Direct supervision may be exercised over project staff. The employee reports directly to and receives general supervision from the Project Administrator or other 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):

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

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

Maintains liaison with other parent involvement and tutorial assistance programs as needed, communicating in both Spanish and English;

Coordinates and assists in recruitment and selection of project staff;

Plans, coordinates and conducts inservice training programs;

Oversees and coordinates project activities and supervises project staff;

Collects evaluation data and participates in project evaluations;

Monitors project budget;

Prepares oral and written reports.

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; good knowledge of the principles of management and communication skills; good knowledge of the personnel principles and practices relating to recruitment, interviewing and training; ability to communicate effectively both orally and in writing in English and Spanish; ability to plan, coordinate and conduct inservice training; ability to coordinate project activities; supervisory ability; good judgment; health 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 Bachelor's degree, plus three (3) years paid full time or its part time experience in a counseling, casework or interviewing capacity, one (1) year of which shall have been at a school, community group or agency dealing with the educationally disadvantaged or with a recognized minority group; OR,
- (B) Seven (7) years of experience as defined in (A), one (1) year of which shall have been at a school, community group or agency dealing with the educationally disadvantaged or with a recognized minority group; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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: July 23, 1987