

**PROJECT COORDINATOR**  
**(ASD)**

**DISTINGUISHING FEATURES OF THE CLASS:** Responsibilities of this position reflect the total management of the grant-funded project to ensure the effective implementation of all project components, the submission of timely and complete reports to the relevant funding agency, and the integration of project components with existing district and community services. The incumbent is responsible for the administration of a local, state, or federal grant under the direction of the Office of Instruction. In accordance with the management plan of the specific grant, this position reports to the Assistant Superintendent for Instruction or the designated school principal. The incumbent operates in conjunction with the appropriate district staff and community partners. Employment is subject to the continuation of grant funding.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Establishes strong working relationships with all project collaborators;
- Coordinates the creation and/or expansion of a grant-funded program and/or service provided by the district and community partners;
- Facilitates the start-up, maintenance and/or expansion of all project components;
- Develops outreach materials for project enrollment and assist in the recruitment of project participants when required;
- Develops and monitors procedures for complying with grant requirements, guidelines and regulations at local, state and federal levels;
- Develops a reporting system to maintain and monitor accurate records of all project participants, activities and expenses;
- Gathers data for project evaluation;
- Prepares reports as required by the funding source and Assistant Superintendent;
- Assists in the preparation and facilitation of Advisory Committee or Advisory Team meetings;
- Assists in the monitoring of project expenditures and budget;
- Attends relevant conferences and meetings as required by the funding source;
- Identifies and pursues strategies to ensure the sustainability of the grant-funded project;
- Coordinates the public use of school facilities in adherence to District policy;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge in managing grant-funded, multi-component projects;
- Good knowledge of working with at-risk children and families;

- Working knowledge of personal computers and office equipment;
- Possess excellent oral and written communication skills;
- Ability to keep complex records and prepare reports;
- Ability to supervise others;
- Ability to work collaboratively with administrators and staff from several different departments and organizations;
- Courtesy and tact;
- Good judgment;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master’s Degree in education (a core content area is acceptable), administration or social work and a minimum of two (2) years’ experience working with at-risk children and families, with experience in managing grant-funded, multi-component projects; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in education (a core content area is acceptable), administration or social work and a minimum of three (3) years’ experience working with at-risk children and families, with experience in managing grant-funded, multi-component projects; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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