

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Project Coordinator

GENERAL DESCRIPTION

The essential function of the position within the organization is the responsibility for projects supported by grant funds such as 21st CCLC and Title I. The position will be responsible for overseeing projects and family engagement; handling administrative functions as well as supporting the schools in the implementation of projects as intended by the ESSA and FLDOE guidelines. In addition, the position will assist in developing best practices, written procedures accurate reports, upload deliverables, monitor compliance of regulations by school based staff funded through federal funding. The position also assists with budget management, contracts, maintains the project's district website and collects data to provide continuous assessment of the objectives as well as outreach to parents. The position works under general supervision, independently developing work methods and sequences.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Ensures program compliance with all applicable district policies and procedures, state and federal laws and regulations, and standards of quality and safety; interprets policies, procedures, laws and regulations for staff and parents as necessary.

Establishes procedures and set up records to assure compliance of all regulations to include but not be limited to the FLDOE and federal deliverables websites.

Inputs and initiates requisitions, contracts, and purchase orders for assigned projects.

Develops websites and uses other communication tools with all state required elements available.

Serves as a resource and provides technical assistance to principals, staff, parents, and teachers.

Acts as liaison with contracted employees, including an outside evaluator if required.

Supports Title I schools in family engagement efforts.

Be fully familiar with project specific requirements, including the red book and green book.

Monitors program effectiveness and efficiency, and makes recommendations for improvements as necessary to enhance services, achieve goals and ensure compliance.

Builds a successful mentoring program using the elements of effective practice.

Establishes project goals.

Coordinates the evaluation process.

Assists with the day to day operations of the program of the after school and family/community programs.

Build and maintain community partners.

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Develops and monitors budgets for the projects assigned.

Performs general administrative work as required, including but not limited to entering and retrieving computer data, preparing reports and correspondence, copying and filing documents, sending and receiving faxes and e-mails, answering the telephone, ordering supplies.

Attends meetings, training, workshops and conferences as appropriate to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Provides information, guidance and instruction.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving moderate economies and/or preventing moderate losses through the handling of property, materials or supplies of high value, or small amounts of money.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percent.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:

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“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately to serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a Bachelor's Degree.

Relevant experience in grants, community service and/or education can be considered in lieu of degree.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

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Requires three years of related experience in Project Management, community outreach, grants, and experience in education and/or community service.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Supervisor/Coordinator Grants Management

Supervises:

None

PAY GRADE: From: D131.A1 To: D131.O3

Number of Months: 12 Number of Days: 254 Hours: 8

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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