

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PROJECT DIRECTOR - CHARACTER EDUCATION INITIATIVE**QUALIFICATIONS:**

- (1) Master's Degree with certification in Educational Leadership or related field.
- (2) Minimum of ten (10 years successful experience in education with at least five (5) years of administrative/supervisory experience, including at least three (3) years at the school/district or state level.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local, state and national policies which impact education.
 Ability to supervise and implement sound planning and development processes.
 Ability to communicate effectively to a variety of audiences in both written and oral forms.
 Knowledge of effective schools concepts and principles.
 Knowledge of state-of-the-art research and best practices in areas of responsibility.
 Ability to provide consultation and advice to teachers, parents, principals and district staff on the program, including federal and state policies, procedures, rules, regulations and laws.
 Ability to work cooperatively with school personnel, other departments and agencies, and community.
 Good interpersonal skills.
 Ability to organize and conduct meetings, to provide conflict resolution, to communicate plans and disseminate precise information and interpret technical issues related to federal program.
 Ability to analyze statistical data for trends and standard performance and develop strategies for improvement.
 Ability to organize and prioritize.
 Ability to use technology and assist others in the use of the technology as related to the federal program. .

REPORTS TO:

Deputy Superintendent and Assistant Superintendent for Business and Finance

JOB GOAL:

To provide leadership, coordination and support of the project/program in order to enhance opportunities for student growth and improved student performance.

SUPERVISES:

Assigned Support Personnel

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved contractual agreement.

Project Director, Character Education Initiative (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery:

- * (1) Monitor the implementation of the federal program to ensure compliance with provisions of the funding agency.
- * (2) Establish and maintain financial records to ensure adherence to budget requirements and maintenance of records for fiscal compliance.
- * (3) Direct the preparation and submission of reports as required by funding agency.
- * (4) Supervise the development, implementation and evaluation of the program.
- * (5) Review materials and activities to ensure compliance with funding requirements.

Interagency Communication and Delivery:

- * (6) Maintain a working relationship with all appropriate governmental agencies.
- * (7) Use effective communication strategies to interact with the various audiences.
- * (8) Respond to inquiries and concerns in a timely manner.
- * (9) Ensure information exchange, coordination of effort and articulation of program and services by working closely with school administrators.

Professional Growth and Improvement:

- ((10) Assist in the development, implementation and evaluation of staff development activities.
- * (11) Set standards and expectations for self and others.
- * (12) Keep up-to-date and well-informed about trends and best practices in assigned area.
- * (13) Promote and support the professional growth of self and others.

Systemic Functions:

- * (14) Develop, plan, implement and coordinate federal program.
- * (15) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action(s).
- * (16) Assist in projecting budget and personnel needs for federal program.
- * (17) Serve as program consultant to school personnel; assisting in the identification of program needs and selection of appropriate materials, supplies and equipment.
- * (18) Provide input in the planning, modification and improvement of program.
- * (19) Prepare all required reports and maintain all appropriate records and inventories.
- * (20) Report on the status of the program and services at the request of the Deputy Superintendent and/or Superintendent.
- * (21) Assist in the building of the program infrastructure.
- * (22) Assist in the development of the internal database.
- (23) Perform other duties as assigned.

Leadership and Strategic Orientation:

- * (24) Model high standards of professional conduct.
- * (25) Assist in maintaining appropriate coordination between federal programs and other programs.
- * (26) Assist in the development of administrative guidelines for the federal program.
- * (27) Serve as Chair of the Advisory Committee.
- * (28) Demonstrate a proactive approach to identifying potential problems and taking appropriate action(s).
- * (29) Facilitate problem-solving techniques in dealing with individuals and/or groups.

*Essential Performance Responsibilities