

TITLE

*Safe Schools/Healthy Student Grant Project Manager
(4-year grant beginning 2009-2010)*

PURPOSE

Develop programs and processes that provide a service to students and/or other external and internal partners, parents and community organizations.

ORGANIZATIONAL IMPACT

The employee provides direct services to customers or collaborates with other professionals by one or more of the following:

- Personally assessing situations,
- Obtaining necessary information,
- Drawing conclusions and recommending and/or implementing courses of action in accord with normal practices and procedures,
- Advising or training other professionals,
- Helping organize the activities and output of fellow workers on a day-to-day basis as a working supervisor or work leader.

MINIMUM DUTIES

- Oversee the management of the grant.
- Responsible for timely submission of all required reports and materials.
- Maintain liaison with the grant partners.
- Oversee management of support services.
- Coordinate recruiting efforts for the program.
- Plan, implement, and facilitate project activities.
- Develop and maintain project assessment data, notes, and other documentation as required by the project.
- Develop and implement an application, review, and acceptance/non-acceptance process for program applicants.
- Perform additional duties as required.

This job description may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.

KNOWLEDGE/SKILLS/ABILITIES

- Excellent written/verbal communication skills;
- Skills in effective management and coordinating of project responsibilities;
- Well developed interpersonal/leadership skills;
- Abilities in assessment and advisement as well as the design of individualized learning plans.

JOB EMPOWERMENT

- The employee works to achieve specific function-level goals within the framework of existing policies, principles, or theories.
- The employee decides how to spend his/her own time or subordinates' time to reach these goals.
- The employee is typically expected to provide periodic status reports (for example: weekly, monthly, or quarterly) to management only as appropriate.

MANAGEMENT OF PEOPLE

Work flow management of a unit including training and contribution to performance appraisal (but not the full complement of management duties).

APPLICATION OF KNOWLEDGE

The primary results expected of the employee are professional services. The employee designs and implements formal programs or policies and provides leadership and expert advice to other professionals.

PROBLEM ANALYSIS

The employee deals with issues or problems that often require thoughtful reasoning before coming up with approaches or solutions. The search for solutions may be accomplished relatively quickly. However, the search may require more study based on standards or approaches defined by management or the proper professional/technical discipline.

STUDENT/COMMUNITY INTERACTION

The employee works with students or members of the community in situations that require skill in counseling, educating, or convincing others.

CONSTITUENT RELATIONSHIPS

The employee is required to have highly developed interpersonal skills for dealing with sensitive, emotional, or potentially controversial interpersonal situations. Works with others to overcome resistance, change behavior, or motivate subordinates (i.e., management of employees).

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MINIMUM AND PREFERRED EDUCATION

Minimum: A Bachelor's degree

Preferred: A Master's degree

MINIMUM AND PREFERRED EXPERIENCE

Minimum: One to two years.

Preferred: Three to four years

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