Oak Grove School District

JOB TITLE:  Project Coordinator – Title VII  

SALARY RANGE:  B

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES
The Project Coordinator is responsible to the Program Director and assists in the administration of programs and services for Title VII programs. As a member of the Management Team, the Administrator works cooperatively with other members of the Team in the formulation, implementation and evaluation of Title VII projects.

TYPICAL DUTIES
• Coordinates the District’s Title VII Program.

• Responsible for day-to-day implementation of the project, under the supervision of the Program Director.

• Monitors expenditures on a regular basis, and reports to the Program Director.

• Assists the Program Director with implementation of state and federal guidelines and procedures.

• Coordinates planning and evaluation activities.

• Maintains adequate records, status of program objectives, student records, and completion of tasks as per timelines.

• Works with staff in curriculum development.

• Plans and coordinates training for school staff members and parents; may conduct training activities.

• Prepares reports as required.

• Assists the Program Director to ensure that all needed data are gathered in a timely fashion.

• Works with site principals and certificated staff to ensure that project activities are carried out within the scope of the project plan.

• Performs other duties as assigned by the Program Director.
MINIMUM QUALIFICATIONS

- Possession of a valid California Administrative Credential.

- Knowledge of bilingual research, models and instructional methodology.

- Knowledge of and prior experience in systemic reform and school restructuring.

- Knowledge of budget preparation and administration methods, practices and techniques.

- Knowledge of proper management and recordkeeping methods and techniques.

- Knowledge of program planning development and evaluation methods, practices, and techniques.

- Prior experience teaching LEP students.

- Prior experience working with parents of LEP students.

- Bilingual/biliterate in English/Spanish or English/Vietnamese.

- Skill to plan, organize, implement and coordinate programs and activities according to established goals and objectives.

- Skill to direct, coordinate and supervise the work of others.

- Skill to communicate effectively in both oral and written form.

- Skill to motivate others in the common accomplishment of stated goals and objectives.

- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties.