

COOSA COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: Project Director, Literacy Everywhere! Project
(Funded by the US Department of Education, Award #S215G210014)

REPORTS TO: Superintendent

SUPERVISES: Grant Project Assistant

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university. Master's degree preferred.
2. Minimum 5 years experience with grant-funded programs, with preference for literacy programs or programs designed to build the capacity of parents and families.
3. Background clearance through the ABI and FBI processes.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Excellent project management skills with experience in managing and supervising grant projects.
2. Strong command over written and verbal communication.
3. Excellent interpersonal and presentation skills.
4. Good understanding of the Coosa County Schools operation and its objectives.
5. Ability to work within a team and provide support to project staff.
6. Experience with basic financial management skills including developing and monitoring budgets and financial reporting
7. Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
8. Proficiency in using computers with related knowledge of software programs (e.g., Microsoft Office, Google Suite).

JOB GOAL:

To provide effective leadership and supervision of the Literacy Everywhere! grant project through the careful management of all available resources, both material and human, within the framework of School Board policies and in conjunction with all project partners, to create an environment that is conducive to literacy learning for all students and their families.

PERFORMANCE RESPONSIBILITIES:

1. Serve as the leader of the Literacy Everywhere! Project, setting the expectations and supporting school staff and partner agency staff in all aspects of project implementation.
2. Oversee the overall management of the administrative and technical aspects of the grant agreement.
3. Keep the project on track, including adhering to the project timeline and the implementation of activities.
4. Meet with the Advisory Committee the 1st month of every quarter.
5. Serve as the project's contact with all external consultants.
6. Negotiate and oversee all consultant contracts.
7. Plan and lead monthly meetings with the project evaluator.
8. Plan and lead monthly meetings with the 2 school FACE Teams.
9. Plan and lead monthly meetings with RM Consulting.
10. Plan and lead monthly meetings with APEC.
11. Plan and schedule all professional learning for teachers.
12. Work with school staff to inventory and expand all classroom and school libraries annually.
13. Meet regularly with the teachers who oversee the middle and high school students who are conducting "read alouds" during bus rides.
14. Ensure family literacy events are co-developed and co-led by educators and families.
15. Oversee the book distribution for K-12 students.

16. Track grant funds that have been used, in conformance with applicable laws, rules, and regulations.
17. Facilitate communication among all stakeholders and notify the Superintendent of any delays or other issues that may arise.
18. Submit all federal reports and other deliverables in a timely manner.
19. Attend monthly meetings with the Superintendent and Chief School Financial Officer.

PHYSICAL REQUIREMENTS:

Physical mobility, dexterity, strength, and visual acuity to meet the needs of the grant.

TERMS OF EMPLOYMENT:

This position is funded by a grant from the US Department of Education—CFDA 84.215G, Award Number S215G210014. Funding for the position is contingent upon approval of annual funding by the US Department of Education. Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements set forth by the Alabama State Department of Education and the Coosa County Board Policy.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.