



JOB POSTING #378
PLEASE POST

The City School District of Albany, New York
An Equal/Affirmative Action Employer
Management Confidential Employment Opportunity

<u>Date of Posting:</u>	June 15, 2017
<u>Position(s):</u>	Project Coordinator
<u>Location(s):</u>	District Wide
<u>Salary:</u>	\$50,000 - \$55,000
<u>Deadline for Applying:</u>	June 29, 2017
<u>Effective Date:</u>	July 2017

General Statement: Responsibilities of this position reflect the total management of a grant-funded project to ensure the effective implementation of all project components, the submission of timely and complete reports to the relevant funding agency, and the integration of project components with existing district and community services. The incumbent is responsible for the administration of a local, state, or federal grant(s) under the direction of the Office of Instruction. In accordance with the management plan of the specific grant, this position reports to the Assistant Superintendent for Instruction and/or the designated school principal. The incumbent operates in conjunction with the appropriate district staff and community partners. Employment is subject to the continuation of grant funding.

Responsibilities:

- Establishes strong working relationships with all project collaborators;
- Coordinates the creation and/or expansion of a grant-funded program and/or service provided by the district and community partners;
- Facilitates the start-up, maintenance and/or expansion of all project components;
- Develops outreach materials for project enrollment and assist in the recruitment of project participants when required;
- Develops and monitors procedures for complying with grant requirements, guidelines and regulations at local, state and federal levels;
- Develops a reporting system to maintain and monitor accurate records of all project participants, activities and expenses;
- Gathers data for project evaluation;
- Prepares reports as required by the funding source and Assistant Superintendent;

- Assists in the preparation and facilitation of Advisory Committee or Advisory Team meetings;
- Assists in the monitoring of project expenditures and budget;
- Attends relevant conferences and meetings as required by the funding source;
- Identifies and pursues strategies to ensure the sustainability of the grant-funded project;
- Coordinates the public use of school facilities in adherence to District policy;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

Minimum Qualifications:

(A) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in education, administration or social work and a minimum of two (2) years' experience working with at-risk children and families, with experience in managing grant-funded, multi-component projects; OR
(B) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in education, administration or social work and a minimum of three (3) years' experience working with at-risk children and families, with experience in managing grant-funded, multi-component projects; OR
(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

All applications will be accepted through OLAS

<https://www.pnwbores.org/TeacherApplication/>

E-Mail: Humanresources@albany.k12.ny.us

Office of Human Resources
City School District of Albany
1 Academy Park
Albany, NY 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.