

JOB DESCRIPTION

Team Planning Lead

New Skills for Youth Regional Career Academy Planning Grant

The Team Planning Lead will guide and direct the process for designing the Regional Career Academy which includes:

- A. Fostering a working relationship among grant partners.
- B. Coordinating the development of the Academy Steering Committee and the Program Advisory Committee and help recruit membership.
- C. Scheduling and facilitating Planning Team meetings.
- D. Scheduling and organizing all Site Visits.
- E. Completing all logistics for any group activities.
- F. Working closely with the grant's fiscal agent to maintain the grant budget, quarterly reports and other paperwork associated with the grant.
- G. Acting as a liaison between grant partners and the Kentucky Department of Education.
- H. Coordinating the professional growth plan for Planning Team members.
- I. Demonstrates the ability to communicate effectively orally and in writing.
- J. Maintains regular attendance.
- K. Performs other job duties as assigned.

Reports to: Superintendent/Designee

Terms of Employment: 220 days

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION REQUIREMENTS:

4 year degree