



Northern Kentucky Cooperative for Educational Services JOB DESCRIPTION

POSITION TITLE: PROJECT COORDINATOR

Qualifications/Certification(s):

- Any combination equivalent to bachelor's degree and professional experience in area of assignment.
- Such additional qualifications as the Executive Director and NKCES Board of Directors may find appropriate and acceptable

REPORTS TO: Executive Director or Designee

JOB GOAL: To plan, organize, implement and coordinate day-to-day activities of a project, program or activity having limited overall impact on Northern Kentucky schools and districts, requiring limited variety of standard practices and procedures; requires routine supervision.

DUTIES:

- Plan, organize, implement and coordinate a project, program or activity and evaluate staff as assigned involved in activities having limited overall impact on Northern Kentucky schools.
- Develop, establish or administer project, program or activity.
- Serve as liaison with other units, departments or outside agencies as required.
- Make recommendations regarding implementation of project, program or activity and evaluate effectiveness as assigned.
- Maintain communication and work closely with regional and district staff, local school staff and the community regarding information, developments and implementation of project, program or activity.
- Prepare and assist in preparation of reports, records and other documentation as required.
- Accumulate and research data, documents and other pertinent information as required.
- Assure compliance with federal, State and District policy, administrative procedures and negotiated agreements as applicable to assignment.
- Prepare, deliver or assist with training opportunities as appropriate.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Subject matter in area of assignment.
- Short and long-range planning techniques applicable to area of specialty.
- In-service materials, subject matter and methods in area of specialty.
- Record-keeping techniques.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned programs and activities.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.

ABILITY TO:

- Provide leadership to an activity having limited overall impact on schools requiring limited variety of standard practices and procedures requiring routine supervision.
- Provide technical assistance to schools in area of proper specialty.
- Oversee the work of committees and task forces.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports.
- Travel as required and assist with assignment of required partner travel.

- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.

Evaluation: Annually, by the Executive Director or Designee

Terms of Employment: Salary, number of days, work hours, classified or certified status, employee benefits, and other related issues are to be set by contract

Evaluation: Job performance for this position will be evaluated in accordance with the Policies and Procedures as approved by the NKCES Board