

ACS HELPS Project Director Job Description

The position of Project Director with Allen County Schools (ACS) is designed to provide leadership and facilitation for ACS' Project Prevent grant program, a five-year project funded by the U.S. Department of Education.

The Project Director will be responsible for overall grant management and implementation. This position will provide direct oversight of project management, resources, budget, personnel, data, and project reporting.

Qualifications:

1. Rank I in administration (or equivalent), and/or experience in supervision and leadership is required.
2. Experience in a mental-health-related field is strongly preferred
3. A minimum of five years experience in Federal grant management is strongly preferred
4. Experience in large-scale project management preferred
5. Experience with Federal budgets and Federal reporting preferred
6. Experience in continuous improvement preferred
7. Excellent analytical skills; experience with data collection and data analysis
8. Strong organizational and time management skills
9. Strong oral and written communication skills
10. Proven leadership skills and competencies
11. Proficient computer skills with various programs and software, and the ability to create word processing and desktop publishing documents, spreadsheets, and databases
12. Ability to work independently with little direction; self-motivated
13. Good interpersonal skills; ability to be a team player, collaborate and promote positive public relations on behalf of the project, partners, and Allen County Schools
14. Ability to problem solve and to think critically and creatively as needed
15. A high degree of familiarity with ACS is preferred

Performance Responsibilities

1. Carry out the day-to-day responsibilities of the grant to ensure the project operates effectively, on time, and within budget.
2. Provide oversight on project implementation, budget, reporting, and data gathering.
3. Lead quarterly meetings to address ongoing needs, and monitor project goals, objectives, timelines, and progress.
4. Collaborate with project staff, district staff, community mental health providers, and

community members to support the goals of the grant, ensure linkage between support and student needs, and develop family engagement opportunities in partnership with FRYSC throughout the life of the project.

5. Seek out and cultivate relationships and strategic partnerships with multiple organizations and agencies to support the scope of work outlined in the program proposal.
6. Work in collaboration with project and district staff to collect, analyze, and report data and provide reports as identified by the USDOE.
7. Attend meetings, professional learning events, or training pertinent to the project as needed.
8. Demonstrate ability to work independently, creatively, and innovatively with a goal of achieving the greatest possible outcomes for all students, partners, and project participants.
9. Exhibit positive interpersonal skills with co-workers, school personnel, and partners.
10. Promote a positive image on behalf of ACS and all organizations involved in the project.

Days of Employment: 238 days

Terms of Employment: The contract is for the minimum school term as reflected in the school calendar for the current year and district-approved salary schedule.