

READ2ME Project Director Job Description

The position of Project Director with Allen County Schools (ACS) is designed to provide leadership and facilitation for the Innovative Approaches to Literacy 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 oversight of project resources, budget, personnel, data, and project evaluation.

Qualifications

- Rank I in administration (or equivalent) required
- Strong background in literacy is required (literacy specialist, etc.)
- Experience in supervision and leadership required
- Experience training teachers required
- A minimum of five years experience in grant management preferred
- Experience in large-scale project management preferred
- Experience with budgets required
- Experience in Federal reporting preferred
- Experience in continuous improvement required
- Excellent analytical skills; experience with data collection and data analysis
- Strong organizational and time management skills
- Strong oral and written communication skills
- Proven leadership skills and competencies
- Proficient computer skills with a variety of programs and software and the ability to create word processing and desktop publishing documents, spreadsheets, and databases
- Ability to work independently with little direction; self-motivated
- Good interpersonal skills; ability to be a team player, collaborate, and promote positive public relations on behalf of the project and ACS
- Ability to problem solve and to think critically and creatively
- High degree of familiarity with ACS preferred

Performance Responsibilities

1. Provide oversight on project implementation, budget, reporting, data gathering, and evaluation.
2. Lead professional development for teachers when appropriate.
3. Lead Advisory Council's quarterly meetings to address ongoing needs, monitor project goals, objectives, timelines, and progress.
4. Collaborate with project staff, district personnel, community partners, and community members to

support the goal and objectives of the grant.

5. Works with school and project staff to plan monthly or bimonthly literacy nights at schools within the district.
6. Seek out and cultivate relationships with multiple community businesses, physicians/pediatricians, and the health department to support the scope of work as outlined in the program proposal.
7. Work in collaboration with project and district staff and the grant evaluator to collect, analyze, and report data and provide reports as identified by the USDOE.
8. Attend meetings, professional learning events, or trainings pertinent to the project.
9. Work with school leaders, teachers, and coaches to determine needs based on data and next steps to improving literacy for all students.
10. Work with principals to ensure all teachers have the skills and capacity to effectively teach reading.
11. Demonstrate ability to work independently, creatively, and innovatively with a goal of achieving the greatest possible outcomes for all students and project participants.
12. Ensures the budget is spent on time and within the scope of the grant project.
13. Works with USDOE program officer and grant evaluator to ensure all reporting requirements are met on time.
14. Communicate with the superintendent, chief academic officer, and board of education as necessary to share progress, challenges, etc.
15. Supervise and evaluate project staff to ensure continuous improvement.
16. Exhibit positive interpersonal skills with co-workers, school personnel, and community members. Promote a positive image on behalf of ACS and all organizations involved in the project.

Annual Contract: Up to 238 days

Reports to: Superintendent/Chief Academic Officer

Salary: Salary commensurate with the school district's Certified Salary Schedule