

## **Project Director Job Description**

The position of Project Director with Allen County Schools (ACS) is designed to provide leadership and facilitation for the STOP School Violence grant program, a three-year project funded by the U.S. Department of Justice Office of Justice Programs, Bureau of Justice Assistance.

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 reporting.

### **Qualifications**

- Rank I in administration (or equivalent) and experience in supervision and leadership required
- School Psychologist, national certification as a School Psychologist strongly preferred
- Board Certified Behavior Analyst (BCBA) required
- Minimum of five years-experience in Federal grant management strongly preferred
- Experience in large-scale project management preferred
- Experience with Federal budgets and Federal reporting required
- Experience in continuous improvement preferred
- 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, partners 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, and data gathering.
2. Lead quarterly meetings to address ongoing needs, monitor project goals, objectives, timelines, and progress.
3. Collaborate with project staff, district personnel, and community members to support the goals of the grant, ensure linkage between supports and student needs, and develop family engagement and training opportunities in partnership with FRYSC throughout the life of the project.
4. Seek out and cultivate relationships and strategic partnerships with multiple organizations and agencies to support the scope of work as outlined in the program proposal.
5. Work in collaboration with project and district staff to collect, analyze, and report data and provide reports as identified by the BJA.
6. Attend meetings, professional learning events, or trainings pertinent to the project as needed.
7. Demonstrate ability to work independently, creatively, and innovatively with a goal of achieving the greatest possible outcomes for all students, partners, and project participants.
8. Exhibit positive interpersonal skills with co-workers, school personnel, and partners. Promote a positive image on behalf of ACS and all organizations involved in the project.