

P3 Project Director

Pathways, Proficiency, Promotion

JOBDESCRIPTION

The position of **P3 Project Director** for Allen County Schools is designed to provide leadership and facilitation for the Perkins Innovation & Modernization (PIM) Grant Project, a five-year project funded by the U.S. Department of Education.

The **P3 Project Director** will be responsible for full project implementation and grant management. This position will provide management of project resources, budget, project personnel, data and data collection, project evaluation, and communication and reporting with the US Department of Education.

Qualifications:

- Minimum of Rank I in administration – Education Administration or Leadership preferred
- 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
- Minimum of five years administration experience preferred
- Experience in curriculum and instruction development
- Excellent analytical skills; experience with data collection/analysis, and evaluation required
- Experience in project management and facilitation
- Strong organizational and time management skills
- Strong oral, written, and interpersonal skills
- Ability to work independently with limited direction; self-motivated
- Proficient technology skills are essential, including functional use of Microsoft Office Suite, Adobe, and the utilization of cloud-based communication and collaboration
- Good interpersonal skills; ability to be a team player, collaborate, and promote positive public relations on behalf of the P3 project and the district
- Ability to problem solve and to think critically and creatively

Annual Contract: Up to 240 Days

Reports To: Superintendent

Salary: Based on rank and experience in accordance with ACS' Salary Schedule

Evaluations: Performed annually by the Superintendent

Responsibilities:

1. Leads project implementation, data collection/analysis, reporting to the US Dept. of Education, and supervises project staff,
2. Collaborates with P3 staff, ACS staff, P3 partners, business & industry representatives, and community members (including students and parents).
3. Serve as chief communicator to the U.S. Department of Education for the duration of the project.
4. Maintain continuous internal auditing of the program's discretionary grant funds; comply with federal fiscal management practices, and all reporting requirements.
5. Work with Project Staff, Advisory Council, Community Council, and Evaluator to implement and utilize a continuous improvement cycle to monitor and inform project outcomes.
6. Serve on Advisory Council and facilitate quarterly meetings to address ongoing needs, project goals and objectives, timelines, management plan, etc.
7. In collaboration with Project Coordinator and P3 Career Counselor, coordinate all the work of the P3 project on time and within budget.

8. Participate with P3 staff in holding intensive information group sessions by grade for students and their parent(s), as well as 1:1 meetings directly with students and their parent(s) through set P3 events/opportunities each semester to provide full and complete information and assistance regarding college/career opportunities through P3 and ACS to all students and their parent(s).
9. Utilize student career planning/tracking software program to track all 9th-12th grade students' personalized college/career plans, their progress and success toward their chosen career, all interactions with students/parents regarding same, and update the information as needed.
10. Serve as the leader and liaison for the P3 Project.
11. Supervise project staff and determine the most efficient and effective ways to carry out project goals, objectives, and activities and meet project timelines.
12. Work with P3 and ACS staff to collect and analyze project data, reporting at least monthly to ACS leadership and the Board of Education; create reports for staff and stakeholders as appropriate and requested.
13. Attend all ACS School Board meetings; work with ACS Finance Department to provide monthly accounting for all expenditures. Provide updates to School Board at monthly meetings and answer questions as necessary.
14. Work with P3 staff, the Evaluator, and regional Workforce Development Board to develop and conduct a Comprehensive Needs Assessment and gather baseline data.
15. Work with Evaluator and P3 staff to prepare, analyze, and submit reports to USDoE concerning project implementation and its impact – on time as required.
16. Work with Superintendent to ensure compliance with ACS internal policies, procedures, and processes including all procurement, contracts, and staffing.
17. Assist Evaluator in the implementation and coordination of the Evaluation Plan, including the organization of surveys, focus groups, data collection, teacher communication, and more.
18. Work with Evaluator to disseminate results to stakeholders, partners, ACS' School Board, KY Dept. of Education, and U.S. Dept. of Education. This includes developing and maintaining project records, and ensuring evaluation reports are complete, correct, and on time for USDOE.
19. Provide oversight and management as outlined in the grant proposal, including the management plan, timeline, and budget.
20. Work with P3 and ACS staff to develop and disseminate marketing and information communication pieces regarding P3 activities to parents, students, Advisory Council, Community Council, and other stakeholders as appropriate and in-line with P3 timeline, goal, and objectives.
21. Support the work of the Project Coordinator in seeking out and cultivating meaningful partnerships and/or collaborative arrangements with a variety of businesses, institutions, and/or individuals, whose goals and objectives align with the project's goals and objectives, and who can provide resources and/or other supports which further the work of the project (including apprenticeships and internships for high school students, providing scholarships for dual credit course costs, etc.).
22. Work with partners, businesses, industries, community, and potential funders to develop a system whereby support for project's goal can be sustained after the official P3 funding period has ended.
23. Demonstrate ability to work independently, creatively, and innovatively with a goal of achieving the greatest possible outcomes for all ACS 8th-12th grade students during the project period, and for partners in the project.
24. Attend all Advisory Council meetings, Community Council meetings, and other project meetings.
25. Exhibit positive interpersonal skills with P3 staff, school and district personnel, and grant partners. Promote a positive image on behalf of ACS and all organizations involved in the project.
26. Maintain data entry requirements/protocols established by ACS leadership & project requirements.
27. Effectively communicate with all stakeholders, internally and externally, to fulfill the goals and outcomes of the project, and the mission and vision of ACS.
28. Willingness to travel to Washington DC for annual meetings, and for the project as needed.
29. Perform other duties as assigned by the Superintendent.