



## **Position Title: Project Coordinator**

**Job Summary:** The Migrant Education Project Coordinator is responsible for the day-to-day activities and functions of the priority work. The project coordinator will act as a liaison between the school and the homes of migrant families to reduce academic and social deficits that may result from excessive mobility and language barriers.

### **Key Responsibilities**

- Provide overall project coordination to ensure high-quality implementation of grant plans and management of funds for the stated purpose
- Facilitate networks to support increased knowledge and understanding of priority content (regular and migrant)
- Maintain ongoing professional communication with all project participants and partners to ensure successful project progress
- Lead initiatives to ensure goals and objectives are completed on time and within budget
- Ensure lines of supervision and communication are clear and executed across all stakeholders
- Create and maintain data collection as required for reporting
- Maintains accurate records of their employees within the region
- Administer and monitor all aspects of Title I, Part C, Migrant Program with all standalone migrant districts, consortiums and sub-contracted districts.
- Ensures all standalone districts have adequately completed the service delivery plan requirements
- Ensures that all non-standalone districts with Priority for Service (PFS) students receive adequate services, services are documented in the web app, and paperwork is submitted to the regional clerk on time
- Ensures all migrant students receive instructional summer services; coordinate a summer camp with a college or university for middle and high school students
- Performs performance evaluations for all regional employees and provides the Kentucky Department of Education (KDE) copies at their request
- Prepare and submit annual grant applications and amendments for each standalone migrant program
- Travel as required
- Perform related duties as assigned by the Executive Director or designee

### **Qualifications**

- Bachelor's degree or higher
- Experience in federal and state grant management
- Experience in community work
- Depth of knowledge and experience that directly relates to the position's job summary
- Recognition among schools and organizations involved as a leader in collaborative grant-funded programming
- History of successful partnerships with school districts and community organizations
- Bi-lingual Spanish and English (*preferred*)



### **Key Competencies**

- Ability to maintain oversight of the management of funding ethically, accurately, and in a timely manner
- Offer guidance and collaboration across the region (districts, family resource centers, parents, community partners, students)
- Develop and deliver professional learning to targeted audiences regionally
- Establish and maintain effective working relationships with others
- Compile, analyze, and report (communicate) data to look for trends
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Analyze situations accurately and develop an effective course of action

### **Terms of Employment**

**Reports To and Evaluated by:** Executive Director or Designee

**Department:** Learning and Empowerment

**Position Type:** Full-time, Exempt

**Salary:** Based on rank and experience in accordance with NKCES Salary Schedule

**Terms of Employment:** 240 days (required by the grant)