

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### PROJECT SPECIALIST

#### QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Two (2) years experience implementing, monitoring, reporting, and providing technical assistance related to federal and state programs.
3. Satisfactory criminal background check and drug screening.

#### REPORTS TO:

Instructional Support Coordinator - Federal Programs

#### SUPERVISES:

N/A

#### POSITION GOALS

To assist in the planning, writing, implementation and monitoring of federal and state programs.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of computer software, office equipment, office practices and procedures. Knowledge of School Board policies that relate to job functions. Ability to use business math and basic bookkeeping applications effectively. Ability to communicate orally and in writing. Ability to schedule time, establish priorities and work efficiently. Ability to compose correspondence and prepare reports in an articulate manner. Ability to promote a harmonious atmosphere and smooth flow of business. Ability to answer the telephone in a professional and courteous manner. Ability to handle sensitive information with confidentiality. Ability to take initiative to begin projects without supervision.

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

1. Write program applications and assist both district and school personnel in compiling research and information necessary to complete program applications.
2. Provide technical assistance to administrative, instructional and support services staff in program implementation.
3. Prepare financial, statistical and other reports, as necessary.
4. Prepare all required reports and maintain all appropriate records.
5. Prepare program and budget amendments.
6. Monitor expenditures of program funds and budget status. Serve on school/District committees for the planning and implementation of programs and/or services.
7. Assist in the development of appropriate forms, as needed.

8. Prepare materials for dissemination to schools and district staff.
9. Assist in compiling and preparing data necessary for program evaluations.
10. Obtain, assemble and organize pertinent data into usable form for local, state and federal audits.
11. Explore availability of alternative funding sources.
12. Orient new project staff on program administration, project amendments and renewal applications. Model the maintenance of academic focus by using a variety of motivational techniques.
13. Conduct periodic on-site visitation, and prepare compliance reports as required.
14. Make arrangements for meetings.
15. Demonstrate initiative in the performance of assigned responsibilities.

### **Employee Qualities/Responsibilities**

16. Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
17. Follow attendance, punctuality and other qualities of an appropriate work ethic.
18. Ensure adherence to good safety standards.
19. Maintain confidentiality regarding school/workplace matters.
20. Model and maintain high ethical standards.
21. Maintain expertise in assigned areas to fulfill project goals and objectives.
22. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

23. Confer with Department of Education staff to ensure compliance with state and federal guidelines.
24. Provide programmatic and budgetary technical assistance to school based and district personnel.
25. Serve as a liaison between district office and school based staff.
26. Establish and maintain liaison with city, county, state and federal agency offices involved in program applications.
27. Answer telephone in a courteous and professional manner.
28. Exercise service orientation when working with others.
29. Keep supervisor informed of potential problems or unusual events.
30. Use effective, positive interpersonal communication skills.
31. Respond to inquiries and concerns in a timely manner.
32. Serve on school/district committees as required or appropriate.

### **System Support**

33. Exhibit interpersonal skills to work as an effective team member.
34. Follow federal and state laws as well as School Board policies, rules and regulations.
35. Demonstrate support for the school district and its goals and priorities.
36. Demonstrate initiative in identifying potential problems or opportunities for improvement.
37. Prepare or assist in the preparation of all required reports and maintain all appropriate records.
38. Participate in cross-training activities as required.
39. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Twelve (12) month position. Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Annually by designated administrator. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Educational Support Personnel.