



SPECIAL PROJECTS COORDINATOR

Qualifications:

1. Bachelor's Degree from a state-accredited four-year college or university
2. Previous experience with federal or state funded programs required
3. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to: Superintendent of Schools

Job Goal: Coordinate and prepare for submission special projects and reports resulting from federal or state resources.

Duties and Responsibilities:

1. Develop and Submit proposals for competitive funds.
2. Develop and submit proposals for entitlement funds.
3. Monitor progress toward meeting goals and deadlines of all assigned grants.
4. Monitor fiscal spending of all grants programs.
5. Interact with administrators and teaching staff in order to coordinate staff development training/workshops and prepare staff development reports for the administration.
6. Prepare application and monitor progress toward achieving objectives for assigned projects.
7. Coordinate and/or complete and submit district reports as assigned.
8. Develop alternative sources of funding and support including business and industry, alumni, community members, and private foundations.
9. Establish a program to enhance and effectively use the resources secured with the approval of the Superintendent and the Board of Education.
10. Assist in upholding and enforcing school rules, administrative regulations, and school policy.
11. Serve as Public Relations Coordinator for the District.
12. Serve as SEL Coordinator.
13. Serve as Clayton Model Director for the NJDOE Clayton Model Pilot Program.
14. Provide input to other professional staff as requested.
15. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 12-Month Position (July 1st through June 30th)

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: July 16, 2013
Amended: November 19, 2013
Amended: March 27, 2018
Amended: September 18, 2018

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